



## The Regional Municipality of Durham

### Planning & Economic Development Committee Agenda

Council Chambers  
Regional Headquarters Building  
605 Rossland Road East, Whitby

**Tuesday, March 3, 2020**

**9:30 AM**

---

**1. Declarations of Interest**

**2. Adoption of Minutes**

- A) Planning & Economic Development Committee meeting  
– February 4, 2020 Pages 4 - 11
- B) Special Planning & Economic Development Committee  
meeting – February 26, 2020 Pages 12 - 14
- C) Closed Planning & Economic Development Committee  
meeting – February 26, 2020 Under Separate Cover

**3. Statutory Public Meetings**

There are no statutory public meetings

**4. Delegations**

- 4.1 Zac Cohoon, Chair, Durham Agricultural Advisory Committee, re:  
Durham Agricultural Advisory Committee 2019 Annual Report and  
2020 Workplan (2020-P-5) [Item 6.2 C)]
- 4.2 Geoff Carpentier, Chair, Durham Environmental Advisory Committee,  
re: Durham Environmental Advisory Committee 2019 Annual Report  
and 2020 Workplan (2020-P-3) [Item 6.2 A)]
- 4.3 Ron Lalonde, Chair, Durham Active Transportation Committee, re:  
Durham Active Transportation Committee 2019 Annual Report and  
DATC 2020 Workplan (2020-P-4) [Item 6.2 B)]

**5. Presentations**

There are no presentations

**6. Planning**

6.1 Correspondence

- A) Correspondence from Mitch Morawetz, President, Durham Region Federation of Agriculture, re: Bill 156 – Security from Trespass and Protecting Food Safety Act, 2019 15 - 16

Recommendation: For Consideration

6.2 Reports

- A) Durham Environmental Advisory Committee 2019 Annual Report and 2020 Workplan (2020-P-3) 17 - 32
- B) Durham Active Transportation Committee 2019 Annual Report and DATC 2020 Workplan (2020-P-4) 33 - 43
- C) Durham Agricultural Advisory Committee 2019 Annual Report and 2020 Workplan (2020-P-5) 44 - 59

**7. Economic Development**

7.1 Correspondence

7.2 Reports

There are no Economic Development Reports to be considered

**8. Advisory Committee Resolutions**

There are no advisory committee resolutions to be considered

**9. Confidential Matters**

There are no confidential matters to be considered

**10. Other Business**

**11. Date of Next Meeting**

Tuesday, April 7, 2020 at 9:30 AM

## **12. Adjournment**

Notice regarding collection, use and disclosure of personal information:

Written information (either paper or electronic) that you send to Durham Regional Council or Committees, including home address, phone numbers and email addresses, will become part of the public record. This also includes oral submissions at meetings. If you have any questions about the collection of information, please contact the Regional Clerk/Director of Legislative Services.

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2097.

## **The Regional Municipality of Durham**

### **MINUTES**

#### **PLANNING & ECONOMIC DEVELOPMENT COMMITTEE**

**Tuesday, February 4, 2020**

A regular meeting of the Planning & Economic Development Committee was held on Tuesday, February 4, 2020 in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 9:30 AM

Present: Councillor Ryan, Chair  
Councillor Joe Neal, Vice-Chair  
Councillor Bath-Hadden  
Councillor Highet  
Councillor Kerr  
Councillor Lee  
Councillor Yamada attended the meeting at 9:37 AM  
Regional Chair Henry

Also

Present: Councillor John Neal left the meeting at 11:23 AM  
Councillor Smith  
Councillor Wotten left the meeting at 11:37 AM

Staff

Present: E. Baxter-Trahair, Chief Administrative Officer  
B. Bridgeman, Commissioner of Planning and Economic Development  
C. Boyd, Solicitor, Corporate Services – Legal Services  
S. Gill, Director, Economic Development and Tourism  
C. Goodchild, Manager, Policy Planning & Special Studies  
R. Inacio, Systems Support Specialist, Corporate Services – IT  
S. Jibb, Manager, Economic Development, Agriculture and Rural Affairs  
S. Jones, Manager, Data, Mapping and Graphics  
T. Lavery, Manager, Corporate Communications  
M. McKnight, Manager, Application & GIS Services, Corporate Services – IT  
G. Muller, Director of Planning  
G. Pereira, Manager, Transportation Planning  
B. Pickard, Manager, Tourism  
N. Pincombe, Director, Business Planning, Budgets and Risk Management  
S. Salomone, Manager, Economic Development, Business Development and Investment  
J. Severs, Manager, Economic Development, Marketing and Cluster Development  
M. Stevenson, Manager, Administrative Services  
N. Taylor, Commissioner of Finance  
L. Trombino, Manager, Plan Implementation

R. Woon, Solicitor, Corporate Services – Legal Services, attended for part of the meeting

T. Fraser, Committee Clerk, Corporate Services – Legislative Services

**1. Declarations of Interest**

There were no declarations of interest.

**2. Adoption of Minutes**

Moved by Councillor Lee, Seconded by Councillor Kerr,

(1) That the minutes of the regular Planning & Economic Development Committee meeting held on Tuesday, December 3, 2019, be adopted.

CARRIED

S. Gill introduced Stacey Jibb as the new Manager of Agriculture and Rural Affairs. The Committee congratulated S. Jibb.

**3. Statutory Public Meetings**

There were no statutory public meetings.

**4. Delegations**

**4.1 Allen Frank, Durham Resident, re: Phase 2 of the Columbus Road Landfill Site**

Allen Frank appeared before the Committee regarding Phase 2 of the Columbus Road Landfill Site. He advised that the subject site is located on Wilson Road north of Columbus Road in the City of Oshawa.

Mr. Frank stated that Phase 1 took place at the site approximately 10-15 years ago and at that time neighbouring residents had no idea what was occurring until trucks began arriving at the site. He also stated that residents went to the City of Oshawa, Durham Region and the Regional Health and Social Services Committee looking for answers and their questions included:

- What are they dumping?
- How long will this be going on?
- Is there a permit and how long is it for?
- Is there anyone monitoring the content of what is being dumped?

Mr. Frank further advised that the site is located just south of the Oak Ridges Moraine and that residents surrounding the site are all using wells. He explained that water testing on the private wells is pending and he stated that the incidence of cancer in the area includes 7 of 9 homes.

Mr. Frank stated his opinion that previous permits had no consideration for the environment or neighbouring residents. He questioned if Phase 2 will be the same. He also stated that climate change and the environment are issues that must be taken seriously. He noted that there are signs on Regional Roads stating the Oak Ridges Moraine is in the area and he added that this is supposed to be a regulated area.

Mr. Frank responded to questions of the Committee.

4.2 Clint Cole, Durham Resident, re: Large land fill site operations in North Oshawa and elsewhere in the Region of Durham and the current agricultural practice that allows the spreading of toxic soil by-products on our rural lands in North Durham and impacts to our ground source water supply

Clint Cole appeared before the Committee regarding large land fill operations in north Oshawa and the agricultural practice that allows the spreading of soil by-products on rural lands.

Mr. Cole referenced the goal and strategies for a Healthy Environment and Sustainable Communities included in the 2015-2019 Durham Region Strategic Plan. He stated his belief that the Strategic Plan mission and vision would apply to the Oak Ridges Moraine aquifer and he noted that the Oak Ridges Moraine is recognized as an important resource to be managed through the Oak Ridges Moraine Conservation Plan.

Mr. Cole questioned why poorly managed and essentially non-monitored land use operations that threaten the water resources and soils that thousands of residents depend upon are allowed. He stated that examples include large fill sites regulated by municipal site alteration by-laws, and poorly practiced agricultural soil enhancement operations involving biosolids, spreading on rural lands and various other soil by-products. He also stated that there are large stock piles of toxic commercial paper fibre sludge all over the Moraine in Durham Region and these are leaching into the aquifers and are not inspected for environmental damage in any comprehensive way.

Moved by Councillor Joe Neal, Seconded by Councillor Lee,

(2) That Mr. Cole be granted a one time 2-minute extension in order to finish his delegation.

CARRIED

Mr. Cole further stated his opinion that the amounts operators have been spreading are excessive. He stated that operators are mixing their own soil by-products in unmonitored ratios and not following regulated amounts and proportions. He advised that this is a watershed area and is an area where the Central Lake Ontario Conservation Authority (CLOCA) has an interest, however CLOCA has indicated they do not have the power to make regulatory change. He

questioned who is watching the gates of these lands and the groundwater contamination.

Mr. Cole concluded by advising that the Region and other municipalities have recently declared a climate emergency and twinned with this is a water protection emergency. He advised that he has submitted a request for a motion for a Regional health protection by-law to be considered and he is requesting on behalf of the residents that a comprehensive assessment be made by the Region that encompasses the total load of toxic chemicals in the soils.

Mr. Cole responded to questions of the Committee.

Staff responded to questions with respect to the land use designation of the site; the applicability of Regional by-laws; and whether the Region is a commenting agency for site alteration permits.

Discussion ensued with respect to the level of government with jurisdiction for this matter and site alteration by-laws of the area municipalities. It was suggested that members of Regional Council raise this issue at their local municipal councils.

Moved by Councillor Joe Neal, Seconded by Councillor Yamada,

- (3) That staff report to Planning & Economic Development Committee on regulatory tools available to the Region of Durham to address placement of fill on environmentally sensitive land.

DEFEATED ON THE FOLLOWING  
RECORDED VOTE:

Yes

Regional Chair Henry  
Councillor Joe Neal  
Councillor Yamada

No

Councillor Bath-Hadden  
Councillor Highet  
Councillor Kerr  
Councillor Lee  
Councillor Ryan, Chair

Members Absent: None

Declarations of Interest: None

Staff responded to further questions with respect to the new regulations for fill from the Ministry of the Environment, Conservation and Parks; well water testing; and the Region's well interference policy.

The Chair clarified that the Region does not have jurisdiction of this matter and that this item needs to be brought forward to the respective municipality.

The Committee recessed at 10:26 AM and reconvened at 10:32 AM.

## 5. Presentations

### 5.1 Gary Muller, Director of Planning, and Simon Gill, Director of Economic Development & Tourism, re: 2020 Planning and Economic Development Department Business Plans and Budgets (2020-P-1)

---

G. Muller and S. Gill provided a PowerPoint presentation regarding the 2020 Planning and Economic Development Department Business Plans and Budgets. Highlights of their presentation included:

- 2020 Budget – Strategic Priorities
- Budget Overview - Planning Division
  - 2019 Accomplishments
  - 2020 Proposed Expenditures and Financing
  - 2020 Priorities and Highlights
- Budget Overview - Economic Development & Tourism Division
  - 2019 Accomplishments
  - 2020 Proposed Expenditures and Financing
  - 2020 Priorities and Highlights
- 2020 Risks and Uncertainties
- 2020 Initiatives to Modernize & Find Service Efficiencies

Staff responded to questions with respect to risks and uncertainties related to the Provincial Land Need Assessment methodology and provincial population and employment forecast; the difference between professional and contracted services; computer replacement costs; the number of investment inquiries received from Toronto Global; funding for Toronto Global; performance measures used for Economic Development & Tourism; staffing for grant and funding applications; program costs for call centre operations; the Regional broadband strategy; funding for conservation authorities; and the net budget increase.

## 6. Planning

### 6.1 Correspondence

#### A) Correspondence from June Gallagher, Deputy Clerk, Municipality of Clarington, dated January 21, 2020, re: Emerald Ash Borer Funding Assistance

---

Moved by Councillor Kerr, Seconded by Councillor Bath-Hadden,

- (4) That the correspondence from the Municipality of Clarington, re: Emerald Ash Borer Funding Assistance, be referred to the Durham Agricultural Advisory Committee (DAAC) and Durham Environmental Advisory Committee (DEAC) for information.

CARRIED



6.2 Reports

A) 2020 Planning and Economic Development Department Business Plans and Budgets (2020-P-1)

---

Report #2020-P-1 from B. Bridgeman, Commissioner of Planning and Economic Development, was received.

Staff responded to questions with respect to the line-by-line review savings; the net budget increase; the impact of the Oshawa General Motors plant closure; program costs for call centre operations; program costs for tangible capital assets replacement; and funding for 1855 Whitby's Masterclass Series, Spark Centre, the Durham Region Innovation District project and Toronto Global.

Moved by Councillor Kerr, Seconded by Councillor Lee,

(5) That we recommend to the Finance and Administration Committee for subsequent recommendation to Regional Council:

That the 2020 Business Plans and Budgets of the Planning and Economic Development Department be approved.

CARRIED LATER IN THE MEETING  
(See Following Motion)

Moved by Councillor Lee, Seconded by Councillor Joe Neal,

(6) That the main motion (5) of Councillors Kerr and Lee be amended by adding the following words "and request removal of the Non-Departmental Toronto Global allocation of \$206,000" after the words "be approved".

DEFEATED ON THE FOLLOWING  
RECORDED VOTE:

Yes

Councillor Lee  
Councillor Joe Neal

No

Councillor Bath-Hadden  
Regional Chair Henry  
Councillor Hight  
Councillor Kerr  
Councillor Yamada  
Councillor Ryan, Chair

Members Absent: None

Declarations of Interest: None

The main motion (5) of Councillors Kerr and Lee was then put to a vote and CARRIED ON THE FOLLOWING RECORDED VOTE:

Yes

Councillor Bath-Hadden  
Regional Chair Henry  
Councillor Highet  
Councillor Kerr  
Councillor Lee  
Councillor Yamada  
Councillor Ryan, Chair

No

Councillor Joe Neal

Members Absent: None

Declarations of Interest: None

**7. Economic Development**

7.1 Correspondence

There were no communications to consider.

7.2 Reports

A) 2019 Durham Region International Film Festival (2020-EDT-1)

Report #2020-EDT-1 from B. Bridgeman, Commissioner of Planning and Economic Development, was received.

Moved by Councillor Bath-Hadden, Seconded by Councillor Highet,  
(7) That Report #2020-EDT-1 of the Commissioner of Planning and Economic Development be received for information.

CARRIED

B) DNext: Innovation and Investors Summit 2019 (2020-EDT-2)

Report #2020-EDT-2 from B. Bridgeman, Commissioner of Planning and Economic Development, was received.

Moved by Councillor Bath-Hadden, Seconded by Councillor Highet,  
(8) That Report #2020-EDT-2 of the Commissioner of Planning and Economic Development be received for information.

CARRIED

**8. Advisory Committee Resolutions**

There were no advisory committee resolutions to be considered.

**9. Confidential Matters**

There were no confidential matters to be considered.

**10. Other Business**

There was no other business to be considered.

**11. Date of Next Meeting**

The next regularly scheduled Planning & Economic Development Committee meeting will be held on Tuesday, March 3, 2020 at 9:30 AM in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

**12. Adjournment**

Moved by Councillor Bath-Hadden, Seconded by Councillor Highet,  
(9) That the meeting be adjourned.

CARRIED

The meeting adjourned at 11:57 AM

Respectfully submitted,

---

D. Ryan, Chair

---

T. Fraser, Committee Clerk

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2097.

## **The Regional Municipality of Durham**

### **MINUTES**

#### **PLANNING & ECONOMIC DEVELOPMENT COMMITTEE**

**Wednesday, February 26, 2020**

A special meeting of the Planning & Economic Development Committee was held on Wednesday, February 26, 2020 in Meeting Room 1-A, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 9:00 AM

Present: Councillor Joe Neal, Vice-Chair  
Councillor Hight  
Councillor Kerr  
Councillor Lee  
Councillor Yamada  
Regional Chair Henry

Also

Present: Councillor Carter  
Councillor Chapman  
Councillor Drew  
Councillor Marimpietri  
Councillor Wotten

Absent: Councillor Ryan, Chair  
Councillor Bath-Hadden

Staff

Present: E. Baxter-Trahair, Chief Administrative Officer  
C. Boyd, Solicitor, Corporate Services – Legal Services  
B. Bridgeman, Commissioner of Planning and Economic Development  
G. Muller, Director of Planning  
L. Trombino, Manager, Plan Implementation  
R. Walton, Director of Legislative Services, Regional Clerk  
M. White, Systems Support Specialist, Corporate Services – IT  
S. Penak, Committee Clerk, Corporate Services – Legislative Services

Councillor Joe Neal, Vice-Chair, chaired the meeting in the absence of Councillor Ryan, Chair.

**1. Declarations of Interest**

There were no declarations of interest.

**2. Confidential Matters**

**2.1 Reports**

- A) Confidential Report of the Commissioner of Planning and Economic Development – Litigation or Potential Litigation, including matters before Administrative Tribunals, affecting the Regional Corporation, with respect to a request from the City of Oshawa for funding assistance to retain expert witnesses for a Local Planning Appeal Tribunal (LPAT) hearing related to an application for a plan of subdivision, File: S-O-2016-11 (2020-P-2)
- 

Confidential Report #2020-P-2 from B. Bridgeman, Commissioner of Planning and Economic Development, was received.

Moved by Regional Chair Henry, Seconded by Councillor Lee,

- (10) That the meeting be closed to the public in order to consider a matter of litigation or potential litigation, including matters before an administrative tribunal, relating to a request from the City of Oshawa for funding assistance to retain expert witnesses for a Local Planning Appeal Tribunal (LPAT) hearing related to an application for a plan of subdivision, File: S-O-2016-11.

CARRIED

(Refer to the closed Planning & Economic Development Committee meeting minutes of February 26, 2020)

Councillor Joe Neal advised that in the closed meeting session staff responded to questions with respect to the upcoming Local Planning Appeal Tribunal hearing related to File: S-O-2016-11, and the request from the City of Oshawa for funding assistance to retain expert witnesses.

Moved by Councillor Kerr, Seconded by Councillor Lee,

- (12) That we recommend to Council:

That the recommendation contained in Confidential Report #2020-P-2 of the Commissioner of Planning and Economic Development be adopted.

CARRIED

**3. Other Business**

There was no other business to be considered.

**4. Adjournment**

Moved by Regional Chair Henry, Seconded by Councillor Lee,  
(13) That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:11 AM

Respectfully submitted,

---

Joe Neal, Vice-Chair

---

S. Penak, Committee Clerk

Mitch Morawetz, President  
3258 Taunton Road  
Orono On LoB 1Mo  
Phone: 905 983-9696  
E-Mail: [mitchmorawetz@hotmail.com](mailto:mitchmorawetz@hotmail.com)

Karen Yellowlees, Administrative Coordinator  
4441 Malcolm Road  
Nestleton, Ontario LoB 1Lo  
9 05 986-0657  
E-mail: [drfagric@gmail.com](mailto:drfagric@gmail.com)

February 19, 2020

Regional Chair John Henry  
Regional Municipality of Durham  
605 Rossland Road East  
Whitby Ontario L1N 6A3

via email: [chair@durham.ca](mailto:chair@durham.ca) , cc Legislative services

Re: Bill 156 - Security from Trespass and Protecting Food Safety Act, 2019

Dear Chair & Regional Council Members,

The Durham Region Federation of Agriculture (DRFA) is the voice of agriculture in Durham Region and advocates on behalf of our farm family members. In Durham Region and across Ontario, agriculture is one of the leading economic sectors. Along with our commodity partners in Durham Region and the Ontario Federation of Agriculture, we are committed to a sustainable and profitable future for farm families.

On behalf of my fellow Durham Region farmers, I write to you today about an important piece of legislation introduced into the provincial legislature on December 2, 2019. Introduced by Minister Ernie Hardeman, Bill 156, Security from Trespass and Protecting Food Safety Act, is an important way we can keep our farm and food supply safe for all residents in Durham Region and Ontario.

There has been a troubling rise of trespassing on Ontario farms with incidences happening in Durham Region. There is an increasing threat from trespassers and activists who illegally enter property, barns and buildings. They have seized private property and threatened the health and safety of our farms, our employees, our livestock and our crops.

Bill 156 is intended to protect farm animals, farms, farmers and their families, and the safety of the entire food supply by addressing the ongoing threat of unwanted trespassing and unauthorized interactions with farm animals by the public. The risks of these actions include exposing farm animals to stress and potential diseases, as well as the introduction of contaminants into the food supply.

The DRFA along with our counterparts across the province, appreciates the support from the provincial government for taking a strong stance to protect our farms and food safety by introducing more significant consequences for illegal trespassing activities. On behalf of our farm family members in Durham Region and in concert with our colleagues across Ontario, I respectfully ask that your Council show your support for Bill 156 by sending a letter indicating this to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman. A copy of a sample letter is attached for your consideration.

If you have already indicated to Minister Hardeman, your support for Bill 156, we thank you for your initiative! Thank you for showing your support for stronger legislation to protect Ontario farms, animals, and food from intruders.

Sincerely,



Mitch Morawetz, President

**Sample letter to Minister Hardeman:**

Hon. Ernie Hardeman  
Minister of Agriculture, Food & Rural Affairs  
77 Grenville Street, 11th Floor  
Toronto, Ontario M5S 1B3

Via Email: [minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have now escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation.

Sincerely,

cc:Durham Region Federation of Agriculture [drfagric@gmail.com](mailto:drfagric@gmail.com)





# The Regional Municipality of Durham Report

---

To: Planning and Economic Development Committee  
From: Commissioner of Planning and Economic Development  
Report: #2020-P-3  
Date: March 3, 2020

---

**Subject:**

Durham Environmental Advisory Committee 2019 Annual Report and 2020 Workplan,  
File: A01-37

---

**Recommendation:**

That the Planning and Economic Development Committee recommends to Regional Council:

- A) That Commissioner's Report #2020-P-3 be received as the Durham Environmental Advisory Committee's 2019 Annual Report;
  - B) That the Durham Environmental Advisory Committee's 2020 Workplan be approved, as outlined in Attachment #1, to Commissioner's Report #2020-P-3;
  - C) That the changes to the Durham Environmental Advisory Committee's Terms of Reference be approved, as outlined in Attachment #2, to Commissioner's Report #2020-P-3;
  - D) That a copy of Commissioner's Report #2020-P-3 be forwarded to the Durham Environmental Advisory Committee, and the Area Municipalities.
- 

**Report:**

**1. Purpose**

- 1.1 The Durham Environmental Advisory Committee (DEAC) Terms of Reference (ToR) requires the submission of an annual report to the Planning and Economic

Development Committee summarizing the activities of the previous year. DEAC is also required to prepare a proposed Workplan for the coming year and when necessary, recommend revisions to the ToR, for consideration and approval of the Planning and Economic Development Committee and Council.

1.2 The purpose of this report is to:

- a. Summarize the activities of DEAC from 2019;
- b. Present the proposed DEAC 2020 Workplan; and
- c. Propose some minor housekeeping changes to the ToR.

## **2. 2019 Annual Report**

2.1 DEAC is composed of seventeen members, including one member of the Planning and Economic Development Committee.

2.2 At the inaugural meeting of 2019, Geoff Carpentier was elected Chair, Keiko Lui was elected first Vice-Chair and Jay Cuthbertson was elected second Vice-Chair.

2.3 Membership at the end of 2019 was:

- Geoff Carpentier (Scugog) (Chair);
- Keiko Lui (Member at Large) (1<sup>st</sup> Vice-Chair);
- Jay Cuthbertson (Clarington) (2<sup>nd</sup> Vice-Chair);
- Matt Thompson (Ajax);
- Richard Dickinson (Brock);
- Gwen Layton (Oshawa);
- Ozair Chaudhry (Pickering);
- Bruce Foxtton (Uxbridge);
- Susan Clearwater (Whitby);
- Kimberly Murray (Member at Large);
- Dennis Sallans (Member at Large);
- Brian Shipp (Member at Large);
- Dimitri Stathopoulos (Member at Large);
- Connor Duffy (Post-Secondary Member);
- Dhruv Upadhyay (Youth Member);
- Councillor Steve Yamada (Planning and Economic Development Committee); and
- Councillor Sterling Lee (Planning and Economic Development Committee – Alternate).

- 2.4 The Town of Ajax area municipal representative resigned their position in early 2019 and was replaced by Matt Thompson.

### Major Activities

- 2.5 The role of DEAC is to provide advice to the Region on environmental matters. The Committee also has a role in implementing and participating in community outreach programs that support environmental awareness and appreciation in the Region. During 2019, DEAC fulfilled this role by:
- a. Expanding its knowledge of environmental related issues by receiving presentations and engaging in discussions on the following:
    - Envision Durham Climate Change & Sustainability, Environment & Greenlands, and Transportation Systems Discussion Papers;
    - Envision Durham Growth Management Update and Consultation;
    - Regional Cycling Plan Update;
    - Durham Strategic Plan Update;
    - Highway of Heroes Tree Campaign;
    - Blackstock Landfill Reclamation Project.
  - b. Providing advice on various Regional issues, including:
    - The Regional Agricultural Sector Climate Adaptation Strategy;
    - The Municipal Comprehensive Review (MCR) process by providing input and comments on Envision Durham discussion papers released throughout the course of 2019;
    - Durham Community Energy Plan;
    - Regional Woodland By-law Update;
    - Official Plan Amendment applications on Rural Water and Sanitary Sewer Service Connections (OPA 2019-001) & Surplus Farm Dwelling Severance (OPA 2019-006).
  - c. Community outreach and stewardship, including:
    - Planning for the 2019-2020 Environmental Achievement Awards;
    - Preparing for a bee pollinator seed distribution project for launch in Spring 2020;
    - Developing a residents' guide to climate resilience (in-progress).

- d. Participating on various stakeholder advisory committees and groups including the Port Granby Project Citizen Liaison Group, and attending community events (including seminars, workshops, and symposiums).

### 3. 2020 Workplan

3.1 The proposed 2020 DEAC Workplan (Attachment 1) represents activities which are considered a priority, and achievable within the calendar year. The activities are divided into four categories:

- a. **Policy Development and Implementation**—Activities involve providing advice on the formulation and implementation of land use planning policies to the Planning and Economic Development Department and the Planning and Economic Development Committee. This will include providing ongoing advice on the municipal comprehensive review through Envision Durham;
- b. **Community Outreach and Stewardship**—Activities that support community environmental awareness. This includes continuing to promote and implement the Environmental Achievement Awards Program, and the ongoing development of a residents' guide to climate change.
- c. **Community Education and Development**—Activities, such as presentations and tours that enhance members' knowledge of environmental issues; and
- d. **Issues of Interest**—Activities related to the monitoring of issues that DEAC deems significant and may require future consideration.

### 4. Terms of Reference

4.1 The DEAC is guided by Council approved Terms of Reference (ToR). The ToR outlines the goal, mandate and scope of activities for the Committee (Attachment #2).

4.2 Minor housekeeping changes were made to the DEAC ToR to clarify the process around amendments to minutes, and delegations at Committee meetings.

### 5. Conclusion

5.1 DEAC had many notable accomplishments in 2019, and members should be commended for the time and commitment they have invested in the activities of the Committee. Aneesah Luqman acts as the Planning and Economic Development Department staff liaison.

5.2 It is recommended that:

- a. This report be received as DEAC's annual report on its 2019 activities;
- b. The proposed 2020 DEAC Workplan be approved (Attachment 1);
- c. The proposed changes to the Committee's ToR be approved (Attachment 2);  
and,
- d. A copy of this report be forwarded to the Durham Environmental Advisory Committee, and the Area Municipalities.

**6. Attachments**

Attachment #1: Proposed 2020 DEAC Workplan

Attachment #2: Proposed DEAC Terms of Reference

Respectfully submitted,

Original signed by

---

Brian Bridgeman, MCIP, RPP  
Commissioner of Planning and  
Economic Development

Recommended for Presentation to Committee

Original signed by

---

Elaine C. Baxter-Trahair  
Chief Administrative Officer



**DURHAM ENVIRONMENTAL ADVISORY COMMITTEE (DEAC)  
PROPOSED 2020 WORKPLAN**



<b>Item</b>	<b>Progress</b>
<b>1.0 Policy Development and Implementation</b>	
Provide advice on	
<ul style="list-style-type: none"> <li>Regional Official Plan – input and advice on proposed amendments</li> </ul>	
<ul style="list-style-type: none"> <li>Municipal Comprehensive Review (Envision Durham) process</li> </ul>	
<ul style="list-style-type: none"> <li>Durham Community Energy Plan implementation</li> </ul>	
<ul style="list-style-type: none"> <li>Provincial Climate Change guidance materials</li> </ul>	
<ul style="list-style-type: none"> <li>Environmental Assessment (EA) Studies</li> </ul>	
<ul style="list-style-type: none"> <li>Public and/or Stakeholder Advisory Committees</li> </ul>	
<ul style="list-style-type: none"> <li>Environmental Bill of Rights postings</li> </ul>	
<b>2.0 Community Outreach and Stewardship</b>	
High Priority	
<ul style="list-style-type: none"> <li>Promote and continue to implement the Environmental Achievement Awards.</li> </ul>	
<ul style="list-style-type: none"> <li>Participate in community environmental and stewardship events.</li> </ul>	
<ul style="list-style-type: none"> <li>Continue developing a residents' guide to climate resilience.</li> </ul>	
<ul style="list-style-type: none"> <li>Update the Region of Durham Natural Features Map.</li> </ul>	
Medium Priority	
<ul style="list-style-type: none"> <li>Continue to foster a working relationship with the Durham Agricultural Advisory Committee, and Durham Active Transportation Committee.</li> </ul>	
<ul style="list-style-type: none"> <li>Participate in Climate Change outreach activities/events hosted by the Durham Region Roundtable on Climate Change.</li> </ul>	
<b>3.0 Community Education &amp; Development</b>	
The Committee will expand its knowledge in some of the following issues:	
<ul style="list-style-type: none"> <li>Energy (e.g. sources, alternatives, producers, efficiency, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>Recreational uses in the natural environment</li> </ul>	
<ul style="list-style-type: none"> <li>Provincial Planning documents</li> </ul>	
<ul style="list-style-type: none"> <li>Water quality</li> </ul>	
<ul style="list-style-type: none"> <li>Human health and the environment</li> </ul>	
<ul style="list-style-type: none"> <li>Green infrastructure and low impact development</li> </ul>	
<ul style="list-style-type: none"> <li>Road salt</li> </ul>	
<ul style="list-style-type: none"> <li>Species at risk</li> </ul>	
<ul style="list-style-type: none"> <li>Waste reduction and management progress</li> </ul>	
<ul style="list-style-type: none"> <li>Lifecycle assessment of products and packaging (e.g.</li> </ul>	

plastics)	
• Microplastics	
• Forest, grassland, and wetland health	
• Active transportation	
• Climate change	
• Pesticides and alternatives	
• Invasive species	
• Native species	
• Biodiversity	
• Urban sustainability	
• Air quality	
• Food security	
• Community gardens	
• Aggregate pit rehabilitation	
• Peat moss and top soil removal and restoration	
• Biological and physical decomposition (e.g. incineration, gasification, carbonization, anaerobic digestion, waste, etc.)	
• Noise and light pollution	
<b>4.0 Issues of Interest</b>	
The committee will continue to monitor the following issues as prioritized by current events:	
• Conservation Authority initiatives and activities, such as Carruthers Creek Watershed Plan Update and McLaughlin Bay Restoration Strategy.	
• Provincial planning initiatives.	
• Oak Ridges Moraine.	
• Regional Official Plan Amendment applications.	
• Water – groundwater, surface water, watersheds.	
• Transportation developments.	
• Waterfront protection and development.	
• Nuclear Energy Management	
• Future airport lands.	
• Rouge National Urban Park.	
• Urban forest/naturalization strategies.	
• Trails.	
• Energy from Waste Facility.	

## **Meeting Schedule**

Due to the Committee's workload, DEAC will schedule 9 meetings for 2020. In general, meetings will take place on the third Thursday of each month. Resources (Planning Division and Legislative Services) will be required to accommodate the schedule and workload.

The 2020 meeting schedule is as follows:

- January 16, 2020
- February 21, 2020
- March 12, 2020
- April 16, 2020
- May 21, 2020
- June 18, 2020
- September 17, 2020
- October 15, 2020
- November 19, 2020



New wording is shown in **bold** and deleted wording in ~~strike-through~~.

Proposed Revisions January 2020
------------------------------------



## Durham Environmental Advisory Committee (DEAC)

### Terms of Reference

Revised ~~September 2018~~ **January 2020**

---

#### 1. **Goal**

- 1.1 To provide advice to the Region of Durham on environmental impacts of planning matters, as expressed in the Durham Regional Official Plan.

#### 2. **Mandate**

- 2.1 The Durham Environmental Advisory Committee (DEAC) is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.
- 2.2 The Terms of Reference provide for a balance between activities referred from the Planning and Economic Development Department or the Planning and Economic Development Committee and a provision for DEAC to be proactive and advise on matters identified on its own initiative.
- 2.3 Environmental matters may be referred to the DEAC from the Regional Planning and Economic Development Department or the Planning and Economic Development Committee. DEAC shall report directly to the Regional Planning and Economic Development Committee and/or Regional Planning and Economic Development Department, as appropriate.

#### 3. **Scope of Activities**

- 3.1 The scope of the DEAC may include activities such as:
- a) providing advice on environmental policy directions pursued by the Region. This may include providing advice on official plan amendments related to environmental policies or providing advice on Regional environmental policies through an Official Plan review process;
  - b) providing advice in the identification and implementation of new or existing programs, approaches or policies relating to the protection, sustainability and enhancement of natural resources and systems within the Region in co-operation with other organizations where appropriate. This may include investigating conservation easements, land trusts, tree planting, environmental stewardship, new provincial directions and funding grants;

- c) providing advice in identifying and implementing community outreach activities which support the growth of environmental awareness and appreciation in Durham Region in co-operation with other organizations where appropriate. This may include recommending and assisting with educational workshops or homeowner guides which can be used by the public in areas such as tree cutting, fertilizer use, erosion control and general enhancement of the environment;
- d) providing advice on Regional environmental data in co-operation with other organizations where appropriate;
- e) providing advice on the state of environmental resources such as water resources and natural heritage features such as wetlands, forests, and wildlife within Durham Region in co-operation with other organizations where appropriate;
- f) appointing a member of DEAC to participate on steering committees for environmental impact studies related to Regional Official Plan Amendment applications. In accordance with the Region's approved EIS Guideline, a DEAC representative would participate in Regionally co-ordinated EIS's and peer reviews; and
- g) at the request of the Planning and Economic Development Committee or the Regional Planning and Economic Development Department, provide advice on miscellaneous matters as they arise.

#### **4. Composition**

- 4.1 The DEAC will be comprised of seventeen members in total. Thirteen of which will be citizen members, one of which will be a Post-Secondary Student member, two of which will be youth members, plus one member of the Planning and Economic Development Committee. The thirteen citizen members, one Post-Secondary Student member and two youth members shall not hold elected office (municipal, provincial or federal). All members are regarded as private citizens and do not represent their respective employers or advocacy group in their capacity as a DEAC member.
- 4.2 Membership for citizen members shall correspond with the term of Regional Council. At the end of each term, citizen members will be asked to consider their interest in remaining for an additional term. If a member chooses to resign, the Region will seek a replacement in accordance with Section 5. However, citizen members shall continue to serve until their replacements are appointed by Regional Council. At the discretion of the DEAC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.
- 4.3 Membership for Post-Secondary Student members shall be up to a 4-year term, generally corresponding with the length of their college or university program.

- 4.4 Membership for youth members shall be up to a 2-year term, generally corresponding with the school year.
- 4.5 DEAC will strive to maintain a high level of relevant technical expertise and competence in environmental issues within its membership.

## **5. Membership Selection**

- 5.1 For the selection of citizen members, the Regional Planning and Economic Development Department may place a newspaper advertisement within each area municipality requesting expressions of interest from individuals willing to volunteer for appointment to the DEAC. Interested individuals will be required to provide a brief resume and statement of interest. Responses from qualified candidates will be forwarded to the respective area municipality with a request that the local Council nominate one representative. Regional Planning and Economic Development staff, from the remaining resumes received, will nominate a sufficient number of members at large in order to bring the citizen membership to thirteen. All members of the DEAC will be appointed by the Planning and Economic Development Committee and Council.
- 5.2 Regional Council shall appoint a representative and an alternate to DEAC from the members of the Planning and Economic Development Committee.
- 5.3 In nominating citizen members to the DEAC, regard shall be given to the aim of achieving a combination of technical experts and community representatives with knowledge of environmental and land use planning matters. Regard shall also be given to residency within the Region and availability to attend meetings. An elaboration of the selection criteria is provided in Appendix 1, Section A, of the Terms of Reference. The nomination of members at large will help to achieve the desire of a diverse and balanced DEAC. All residents of Durham Region are eligible for membership.
- 5.4 In the case of a citizen member vacancy, the approach described in Sections 5.1 and 5.2 will generally be followed.
- 5.5 For the selection of Post-Secondary Student members, the Regional Planning and Economic Development Department shall contact the College/Universities in the Region of Durham, and request that students be notified about the opportunity to volunteer with DEAC. Advertisements may be placed in the school newspapers/websites. Students willing to volunteer for DEAC shall submit a letter of interest, outlining their knowledge about the environment. Regional Planning and Economic Development staff will nominate one Post-Secondary Student member from the responses received. Post-Secondary Student members will be appointed by the Planning and Economic Development Committee and Council.

- 5.6 In selecting Post-Secondary Student members, members must be enrolled full-time in a College or University program and express an interest in environmental matters. Consideration shall be given to the individual's interests, level of participation and knowledge of environmental issues in Durham Region and the planning process. The relevance of their interests to the mandate of DEAC will be an important consideration. Regard shall also be given to residency within Durham Region for the school year and availability to attend meetings. An elaboration of the selection criteria is provided in Appendix 1, Section B of the Terms of Reference.
- 5.7 In the case of a Post-Secondary Student member vacancy, the approach described in Section 5.5 and 5.6 will generally be followed.
- 5.8 For the selection of youth members, the Regional Planning and Economic Development Department shall contact the secondary schools in the Region of Durham, and request that students be notified about the opportunity to volunteer with DEAC. Students willing to volunteer for DEAC shall submit a letter of interest, outlining their knowledge about the environment. Regional Planning and Economic Development staff will nominate two youth members from the responses received. Youth members will be appointed by the Planning and Economic Development Committee and Council.
- 5.9 In selecting youth members, consideration shall be given to ensure representation from both the urban and rural communities. An elaboration of the selection criteria is provided in Appendix 1, Section C of the Terms of Reference.
- 5.10 In the case of a youth member vacancy, the approach described in Section 5.8 and 5.9 will generally be followed.
- 6. Officers**
- 6.1 A chair and two vice-chairs (first and second) will be elected annually by the membership of the DEAC. The Planning and Economic Development Committee representative will chair the inaugural DEAC meeting.
- 6.2 Post-Secondary Student members and youth members are not eligible to sit as chair or vice-chair.
- 7. Support Services**
- 7.1 The Commissioner of Planning and Economic Development or designate shall serve as staff liaison to the DEAC. The liaison will provide administrative, procedural and technical support to the DEAC.
- 7.2 The liaison will co-ordinate all requests for advice from the DEAC, through meeting agendas and addenda to meeting agendas. DEAC responses to such

requests shall be co-ordinated by the liaison to the Planning and Economic Development Department or the Planning and Economic Development Committee.

- 7.3 The Region will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DEAC, and this budget will be administered by the Planning and Economic Development Committee.

## **8. Meetings**

- 8.1 Regularly scheduled meetings of DEAC will be held at the Durham Regional Headquarters. The DEAC, will establish a meeting schedule taking into account the business needs and the schedule of Council and the Planning and Economic Development Committee. The Planning and Economic Development Committee will be provided with a schedule of DEAC meetings each December for the following year. Special meetings may be held at the call of the Chair. The Planning and Economic Development Committee is to be kept informed of such meetings.

- 8.2 Unless otherwise determined, all meetings will be open to the public. As a formal advisory Committee to the Region, the DEAC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

- 8.3 A quorum for a DEAC meeting shall consist of a majority of the sitting DEAC members.

## **9. Delegations of Committee Meetings**

- 9.1 Any person(s) wishing to appear before the DEAC as a delegate must submit a request to [delegations@durham.ca](mailto:delegations@durham.ca), **advising of the topic or item to which they wish to speak, which will then be forwarded to** the staff liaison in the ~~Regional Planning and Economic Development Department, advising of the topic or item to which they wish to speak.~~ All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included on the agenda. Any person wishing to address the DEAC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

## **10. Minutes and Agenda**

- 10.1 The minutes of each DEAC meeting will be ~~amended as necessary and~~ approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package (CIP) by the Clerk. ~~When approved, any amendments will be forwarded to the Planning and Economic Development Committee.~~ The DEAC agendas will be prepared by the staff liaison and the DEAC chair or vice-chair with input from other DEAC

members. As the first item of business at every meeting, the Committee shall approve its agenda.

**11. Committee Resolutions**

- 11.1 The DEAC will seek to achieve consensus on decisions. Recommendations are “carried” if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DEAC.

**12. Annual Reports and Workplan**

- 12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DEAC. The annual report shall be forwarded to the Planning and Economic Development Committee.
- 12.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DEAC for consideration and approval by the Planning and Economic Development Committee and Council. To avoid duplication, the DEAC shall ensure that the workplan is co-ordinated with other environmental initiatives in the Region.
- 12.3 An annual review of the DEAC by the Planning and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

## Appendix 1

### A. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the DEAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

1. Residency

Members should reside in Durham Region.

2. Technical Expertise

A high level of technical expertise is required within the Committee. Applicants with academic qualifications and/or work experience in environmentally-related disciplines will be an important consideration.

3. Community Representatives

Consideration shall be given to the individual's level of participation and knowledge of environmental issues and the planning process. The relevance of their interests to the mandate of DEAC will be an important consideration.

4. Availability

It is important that an applicant be able to attend as many DEAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

### B. Post-Secondary Student Membership Eligibility Criteria

To facilitate the nomination and appointment of new Post-Secondary Student members to the DEAC, the following criteria will be considered.

1. Residency

Members should reside in Durham Region for the school year.

2. Education

Members must be enrolled full-time in a College or University program and express an interest in environmental matters.

Consideration shall be given to the individual's interests, level of participation and knowledge of environmental issues in Durham Region and the planning process.

The relevance of their interests to the mandate of DEAC will be an important consideration.

3. Availability

It is important that an applicant be able to attend as many DEAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

**C. Youth Membership Eligibility Criteria**

To facilitate the nomination and appointment of new youth members to the DEAC, the following criteria will be considered.

1. Residency

Youth members should reside in Durham Region.

2. Education

Youth members must be enrolled in Grade 11 or 12 and express an interest in environmental matters.

3. Availability

It is important that an applicant be able to attend as many DEAC meetings as possible. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

4. Letter of Reference/Support

Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.





# The Regional Municipality of Durham Report

---

To: Planning and Economic Development Committee  
From: Commissioner of Planning and Economic Development  
Report: #2020-P-4  
Date: March 3, 2020

---

**Subject:**

Durham Active Transportation Committee 2019 Annual Report and DATC 2020 Workplan

---

**Recommendation:**

That the Planning and Economic Development Committee recommends to Regional Council:

- A. That Commissioner's Report #2020-P-4 be received as the Durham Active Transportation Committee's 2019 Annual Report;
  - B. That the Durham Active Transportation Committee's 2020 Workplan be approved, as outlined in Attachment #1, to Commissioner's Report #2020-P-4;
  - C. That a copy of Commissioner's Report #2020-P-4 be forwarded to the Durham Active Transportation Committee, Conservation Authorities and the Area Municipalities.
- 

**Report:**

**1. Purpose**

- 1.1 The Durham Active Transportation Committee (DATC) Terms of Reference (ToR) requires the submission of an annual report to the Planning and Economic Development Committee summarizing the activities of the previous year. The ToR also requires an annual Workplan be prepared for the coming year and when necessary, recommend revisions to the ToR, for consideration and approval by the Planning and Economic Development Committee and Regional Council.

1.2 The DATC Terms of Reference (Attachment #1) were formally updated on September 5, 2018 ([Report #2018-COW-159](#)) and no changes are being proposed at this time.

1.3 The purpose of this report is to:

- Summarize the key DATC 2019 activities; and
- Present the draft DATC 2020 Workplan.

## 2. 2019 Annual Report Background

2.1 The DATC is comprised of eight citizen volunteers from each area municipality, one Council representative and one Council Alternate. Membership at the end of 2019 was as follows:

- Ron Lalonde (Whitby) (Chair);
- Phil Smith (Uxbridge) (Vice-Chair);
- Keith Haines (Ajax)
- Jean Martin (Brock)
- Connie Kobelka, (Clarington)
- Jim Bate (Oshawa);
- Aisha Heywood (Pickering);
- Marc Gibbons (Scugog);
- Councillor Rick Kerr (Planning and Economic Development Committee);  
and
- Councillor Sterling Lee (Planning and Economic Development Committee - Alternate).

## 3. Major Activities

3.1 The role of the Durham Active Transportation Committee is to advise Regional staff on matters related to active transportation (AT) across Durham. The Committee also provides input on Regional initiatives, including its Active and Sustainable School Travel program and the Regional Cycling Plan update. Its membership largely consists of citizen volunteers who bring different perspectives and active transportation-related experiences to the Committee. The DATC fulfilled its role in 2019 by:

- a. Receiving presentations and engaging in discussions on the following:
  - On-going discussions on a Durham “Meadoway” and the potential of using the Gatineau Hydro Corridor for active transportation;

- Durham Region Transit updates on implementing bicycle racks across the transit network; and
  - A proposed new trail in the Durham portion of the Rouge National Urban Park, to be funded and implemented by Parks Canada.
- b. Providing advice on various Regional issues, including:
- Envision Durham and its implications for active transportation, including specific feedback on the Transportation Discussion Paper;
  - Information and background on the Durham Regional Cycling Plan Update 2020;
  - Discussion on Scugog's first Active Transportation and Transportation Master Plan Study;
  - Durham's Strategic Plan Update.
- c. Investigating and/or monitoring several issues by participating in the following:
- Durham's Vision Zero initiative, and measures to improve road safety across all modes of transportation.

#### 4. Workplan

- 4.1 The DATC 2020 Workplan (Attachment 1) consists of activities which are a priority and achievable within the calendar year. These activities are divided into three categories:
- a. **Cycling Safety and Education** – Providing input and support for Active and Safe Routes to School programs in municipalities where it exists, and the Region's Vision Zero initiative;
  - b. **Infrastructure** - Activities involve providing advice on the advancement of active transportation (AT) initiatives as outlined in the Region's Transportation Master Plan Update, including the Regional Cycling Plan Update 2020, and coordination with area municipal cycling plans; and
  - c. **Communications and Advocacy** – Activities related to the coordination of efforts amongst municipalities and other partners.

#### 5. Terms of Reference

- 5.1 The DATC is guided by Council approved Terms of Reference (ToR). The ToR outlines the goal, mandate and scope of activities for the Committee (Attachment #2).

5.2 At a high level, the ToR establishes the vision of the DATC, which is to enhance, promote and expand active transportation throughout the Region of Durham. The DATC also provides advice on AT matters in urban, rural, utilitarian and recreational contexts.

## 6. Conclusion

6.1 The DATC was active in supporting Regional AT initiatives and providing advice to Council throughout 2019. Members should be commended for the time and commitment they have invested in the activities of the Committee and in helping to improve AT across the Region. Anthony Caruso and Erin Sparks acted as the Planning and Economic Development Department staff liaisons.

6.2 It is recommended that:

- a. This report be received as the DATC's annual report on its 2019 activities;
- b. The 2020 DATC Workplan be approved (Attachment 1); and
- c. A copy of this report be forwarded to the Durham Active Transportation Committee, Conservation Authorities and the Area Municipalities.

## 7. Attachments

Attachment #1: Proposed DATC Workplan

Attachment #2: DATC Terms of Reference

Respectfully submitted,

Original signed by

---

Brian Bridgeman, MCIP, RPP  
Commissioner of Planning and  
Economic Development

Recommended for Presentation to Committee

Original signed by

---

Elaine C. Baxter-Trahair  
Chief Administrative Officer



## DURHAM ACTIVE TRANSPORTATION COMMITTEE (DATC)

### 2020 WORKPLAN

#### Scope of Activities

The following areas of active transportation will act as a guideline for the committee's work throughout the year:

1. Provide advice on the identification and implementation of programs which encourage public awareness and education on Active Transportation (AT) matters, including the achievement of bronze-level Bike-Friendly status for the Region of Durham and any area municipalities not yet designated in Durham, in collaboration with the Works Department and other stakeholders.
2. Continue to advance the Regional Trail Network (RTN) as a key transportation and tourism component of the AT network based on various requests and initiatives in partnership with Planning and Economic Development, Health and Works Department staff and area municipal partners.
3. Support the development of multi-modal transportation options in the Region of Durham with a focus on advancing the Region's AT network as outlined in the Transportation Master Plan, including; providing input on the Regional Cycling Plan Update.
4. Provide input and support for Active & Safe Routes to Schools, also known as Active Sustainable School Travel (ASST), in some jurisdictions.
5. Assist in updating and implementing the Regional and Area Municipal Cycling Plans. This includes assisting in the planned update to the Regional Cycling Network (RCN).
6. Promote the use of AT in the Region, especially the important role that it plays in connecting people to transit.
7. Recognize and advance AT activities related to reducing greenhouse gas emissions in the Region of Durham.
8. Recognize the differing AT needs of commuters and recreational users within the urban and rural areas.
9. Coordinate efforts to advance the shared goals of the various area municipal AT committees.

10. Collaborate with partners on active transportation initiatives occurring at all government levels, including: Lake Ontario Waterfront Blueway, Waterfront Regeneration Trust, Smart Commute, and Public Health.
11. Provide advice to Regional Council on legislative matters, programming, and policies from all levels of government related to AT.
12. Identify and advance initiatives to improve communication and collaboration between the Region and the eight area municipalities' Active Transportation Committees.
13. *Provide advice on AT matters related to Vision Zero initiatives to improve safety on Regional infrastructure.*

#### **DATC Planned 2020 Meeting Dates**

- March 12, 2020
- June 11, 2020
- September 17, 2020
- December 10, 2020



September 2018

## **DURHAM ACTIVE TRANSPORTATION COMMITTEE**

### **Terms of Reference**

#### 1. Vision

- 1.1 To enhance, promote and expand active transportation (AT) throughout the Region of Durham.

#### 2. Goal

- 2.1 To provide advice to the Region of Durham on AT matters: urban, rural, utilitarian and recreational.

#### 3. Guiding Principles

- 3.1 The following principles will guide this committee's activities as it works to:

- Focus on a Regional active transportation network;
- Recognize the differing needs of users within urban and rural areas;
- Ensure protection of natural heritage features and functions; and
- Undertake consultation with other stakeholders throughout the process.

#### 4. Scope of Activities

- 4.1 The activities of the Committee will encompass the following:

- Provide advice on the identification and implementation of programs which encourage public awareness and education on AT matters;
- Continue to advance the Regional Trail Network (RTN) as a key transportation and tourism component of the AT network;
- Support the development of multi-modal transportation options in the Region of Durham with a focus on advancing the Region's AT network as outlined in the Transportation Master Plan;
- Provide input and support for Active & Safe Routes to Schools, also known as Active Sustainable School Travel (ASST), in some jurisdictions;

- Assist in updating and implementing the Regional and Area Municipal Cycling Plans. This includes assisting in the planned update to the Regional Cycling Network (RCN);
- Promote the use of active transportation in the Region, especially the important role that it plays in connecting people to transit;
- Recognize and advance AT activities related to reducing greenhouse gas emissions in the Region of Durham;
- Recognize the differing AT needs of commuters and recreational users within the urban and rural areas;
- Coordinate efforts to advance the shared goals of the various area municipal AT committees;
- Collaborate with partners on active transportation initiatives occurring at all government levels, including: Lake Ontario Waterfront Blueway, Waterfront Regeneration Trust, Metrolinx Smart Commute, and Public Health; and
- Provide advice to Regional Council on legislative matters, programming, and policies from all levels of government related to active transportation.

## 5. Composition and Membership Selection

- 5.1 The Durham Active Transportation Committee (DATC) is an advisory committee of Regional Council and is guided by these Terms of Reference. The DATC shall report directly to the Planning and Economic Development Committee.
- 5.2 The DATC will be comprised of nine voting members in total. Eight (8) of which shall be citizen representatives from each area municipality, and one (1) member will be a representative of the Planning and Economic Development Committee.
- 5.3 Regional Council shall appoint a representative and an alternate to the DATC from the members of the Planning and Economic Development Committee.
- 5.4 Each area municipality shall appoint one citizen member of the public to sit on the DATC.
- 5.5 Membership for regular members shall correspond with the term of Regional Council. At the discretion of the DATC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.



6. Officers

6.1 A chair and a vice-chair will be elected by the DATC membership. The Commissioner of the Planning and Economic Development Department or his designate will chair the inaugural DATC meeting.

7. Support Services

7.1 The Commissioner of Planning and Economic Development shall appoint a staff liaison to support the activities of DATC. The liaison will provide administrative, procedural and technical support to the DATC and will utilize the Technical Support Group noted in Section 7.3 as deemed necessary.

7.2 Regional Legislative Services Division will provide secretarial and other support services. Regional Council will as necessary provide a budget to cover the operational expenses of the DATC and this budget will be administered by the Planning and Economic Development Department.

7.3 A Technical Support Group, consisting of Regional staff, area municipal staff and representatives from other appropriate agencies (e.g. Conservation Authorities and the Waterfront Regeneration Trust) shall be established to provide technical advice and expertise to the DATC. The DATC may invite stakeholders and/or individuals with specialized expertise to attend meetings on an as needed basis.

7.4 The liaison from the Regional Planning and Economic Development Department shall contact participating area municipalities and other agencies to establish the Technical Support Group.

8. Meetings

8.1 The DATC will establish a meeting schedule at its inaugural meeting, taking into account the business needs, and the schedule of the Planning and Economic Development Committee and Council. Special meetings may be held at the call of the Chair.

8.2 Unless otherwise determined, all meetings will be open to the public. As an ad hoc Committee of Regional Council, the DATC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

8.3 A quorum for a DATC meeting shall consist of a majority of the sitting members.

9. Delegations at Committee Meetings

9.1 Any person(s) wishing to appear before the DATC as a delegation must submit a request to the staff liaison, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure the inclusion in the agenda. Any person wishing to address the DATC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

10. Minutes and Agenda

10.1 The minutes of each DATC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be forwarded to the Regional Clerk for inclusion in the Council Information Package (CIP) for information. When approved, any amendments will be forwarded to the Legislative Services Division. The DATC agendas will be prepared by the staff liaison, along with the DATC chair or vice-chair, with input from other DATC members.

11. Committee Resolutions

11.1 The DATC will seek to achieve consensus on decisions. Recommendations are 'carried' if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DATC.

12. Annual Reports and Workplan

12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DATC. The annual report shall be forwarded the Planning and Economic Development Committee.

12.2 An annual Workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DATC for consideration and approval by the Planning and Economic Development Committee and Council.

12.3 An annual review of the DATC by the Planning and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

## Appendix 1: Definitions

- 1) For the purposes of the DATC Terms of Reference, “Active Transportation” describes all human-powered forms of travel such as: walking, cycling, inline skating, skateboarding, skiing, and canoeing. It also includes manual and power assisted mobility devices. Walking and cycling are among the most popular modes and can effectively be combined with other modes such as a public transit.
- 2) A “trail” is defined as a trail route on land or water with protected status and public access for recreation or transportation purposes. Activities that are typically performed along a trail can include: walking, jogging, motorcycling, hiking, bicycling, horseback riding, mountain biking, canoeing, kayaking, snowmobile or ATV driving, bird watching, nature observation or backpacking.



# The Regional Municipality of Durham Report

---

To: Planning and Economic Development Committee  
From: Commissioner of Planning and Economic Development  
Report: #2020-P-5  
Date: March 3, 2020

---

**Subject:**

Durham Agricultural Advisory Committee 2019 Annual Report and 2020 Workplan,  
File:C07-02

---

**Recommendation:**

That the Planning and Economic Development Committee recommends to Regional Council:

- A) That Commissioner's Report #2020-P-5 be received as the Durham Agricultural Advisory Committee's 2019 Annual Report;
  - B) That the Durham Agricultural Advisory Committee's 2020 Workplan be approved, as outlined in Attachment #1, to Commissioner's Report #2020-P-5;
  - C) That the changes to Durham Agricultural Advisory Committee's Terms of Reference be approved, as outlined in Attachment #2, to Commissioner's Report #2020-P-5;
  - D) That a copy of Commissioner's Report #2020-P-5 be forwarded to the Durham Agricultural Advisory Committee, the Durham Federation of Agriculture, the Golden Horseshoe Food and Farming Alliance and the Area Municipalities.
- 

**Report:**

**1. Purpose**

- 1.1 The Durham Agricultural Advisory Committee (DAAC) Terms of Reference (ToR) requires the submission of an annual report to the Planning and Economic

Development Committee summarizing the activities of the previous year. DAAC is also required to prepare a proposed Workplan for the coming year and when necessary, recommend revisions to the ToR, for consideration and approval of the Planning and Economic Development Committee and Council.

1.2 The purpose of this report is to:

- a. Summarize the activities of DAAC from 2019;
- b. Present the proposed DAAC 2020 Workplan; and
- c. Propose a minor housekeeping change to the ToR.

## **2. 2019 Annual Report**

2.1 DAAC is composed of sixteen members, including one member of the Planning and Economic Development Committee.

2.2 At the inaugural meeting of 2019, Zac Cohoon was elected Chair, Frazer Puterbough was elected 1st Vice-Chair and Tom Watpool was elected 2nd Vice-Chair.

2.3 Membership at the end of 2019 was:

- Zac Cohoon (Chair) (Durham Region Federation of Agriculture);
- Frazer Puterbough (1st Vice-Chair) (Member at Large – Farmer);
- Tom Watpool (2nd Vice Chair) (Brock);
- Buck Winter (Ajax);
- Tom Barrie (Clarington);
- Kevin Kemp (Scugog);
- Paul MacArthur (Oshawa);
- Fuzz (Gord) Taylor (Pickering);
- Bryan Smith (Uxbridge);
- Hubert Schillings (Whitby);
- Neil Guthrie (Member At Large – Farmer);
- Keith Kennedy (Member At Large – Farmer);
- Gerri Lynn O'Connor (Member At Large – Non-farmer);
- Brad Howsam (Member At Large – Non-farmer);
- Dave Risebrough (Member At Large – Non-farmer);
- Councillor Debbie Bath-Hadden (Planning and Economic Development Committee); and

- Councillor Gord Hight (Planning and Economic Development Committee – Alternate).

## Major Activities

2.4 The role of DAAC is to provide advice to the Region on agricultural and rural related planning matters. The Committee also has a role in implementing programs which enhance public awareness and knowledge of agriculture and rural related issues in the Region. During 2019, DAAC fulfilled this role by:

- a. Expanding its knowledge of agricultural related issues by receiving presentations and engaging in discussions on the following:
  - Envision Durham Agriculture and Rural Policy and Mapping Update;
  - Envision Durham Transportation Systems Discussion Paper;
  - Envision Durham Growth Management Update and Consultation;
  - Durham Community Energy Plan and the Durham Community Climate Adaptation Plan's Natural Environment Climate Change Collaborative;
  - Durham Region's Agriculture Sector Climate Adaptation Strategy;
  - Region of Durham Agricultural Strategy Update;
  - Trent University's Sustainable Agriculture Program;
  - Durham Region Federation of Agriculture (DRFA) Agriculture Education & Event Centre Feasibility Project;
  - Oshawa and Hamilton Port Authority and Agricultural Opportunities;
  - Durham Strategic Plan Update;
  - Highway of Heroes Tree Campaign;
  - Cycle Durham – Cycling Plan Update
- b. Providing advice on various Regional issues, including:
  - Development of a Regional Agricultural Sector Climate Adaptation Strategy;
  - Local Food Business Retention and Expansion Project;
  - Update of the Agricultural Strategy 2013-2018;
  - Durham Community Energy Plan;
  - Official Plan Amendment applications on Rural Water and Sanitary Sewer Service Connections (OPA 2019-001) & Surplus Farm Dwelling Severances (OPA 2019-002, OPA 2019-003, OPA 2019-004, OPA 2019-005, OPA 2019-006);
  - Regional Broadband Strategy and Implementation;

- Regional Woodland By-law Update;
  - Rural economic development needs and opportunities.
- c. Investigating and/or monitoring a number of issues by participating in the following:
- Agricultural Sector Expert Task Force for the development of a Regional Agriculture Sector Climate Adaptation Strategy;
  - Durham Region Federation of Agriculture (DRFA) feasibility study and business/marketing plan for an Agri-food Education and Event Centre sub-committee;
  - Investigating municipal fire regulations across the Region as it pertains to agricultural operations.
- d. Organizing and/or participating in the following educational/outreach initiatives:
- Attending a meeting of the Fire Chiefs from Durham's area municipalities to discuss concerns related to municipal fire regulations and agriculture (March 7, Ajax);
  - Navigating On-farm Value Added Uses (March 19, Scugog);
  - Agricultural Strategy Update Consultation and Overview of Envision Durham Agriculture and Rural System Discussion Paper Sessions held at Durham Region Headquarters and Blackstock Arena (March 21, 2019) and Sunderland Town Hall (April 16, 2019);
  - Township of Scugog's Agricultural Roundtable Meeting (March 26 & December 4, Scugog);
  - Durham Farm Connections Event grade 3 program and open house (April 2-4, Whitby);
  - Teeny Tiny Summit (April 11, Clarington);
  - Shared best practices for Agricultural Advisory Committees on Ontario Federation of Agriculture's Community of Practice for Planners and Economic Developers Webinar on Agricultural Advisory Committees (May 23);
  - Open House for DRFA's Agriculture Education & Event Centre Feasibility Project (April 25, Clarington);
  - Farmers of Uxbridge Night (August 29, Uxbridge);
  - Hosted the 2019 DAAC Farm Tour (September 12, Scugog, refer to [Report #2019-INFO-66](#));

- Celebrate Agriculture Gala (October 24, Scugog);
- Presentation on the Business Case for DRFA's Agriculture Education & Event Centre Feasibility Project (November 30, Scugog);
- T.H.E.E. (Tyrone, Haydon, Enniskillen, Enfield) Farmers Parade of Lights (December 4, Clarington).

### 3. 2020 Workplan

3.1 The proposed 2020 DAAC Workplan (Attachment 1), represents activities which are a priority and achievable within the calendar year. The activities are divided into four categories:

- a. **Policy Development and Implementation**—Activities involve providing advice on the formulation and implementation of land use planning policies to the Planning and Economic Development Department and Planning and Economic Development Committee;
- b. **Communication/Outreach/Educate**—Activities that support community knowledge and awareness such as farm tours or workshops (including the 2020 Farm Tour);
- c. **Economic Development and Tourism**—Activities to encourage economic development research and implementation strategies to assist Durham's agricultural sector; and
- d. **Issues of Interest**—Activities related to the monitoring of issues that DAAC deems significant and may require further consideration.

3.2 Notable additions to the 2020 Workplan include implementing the Durham Community Energy Plan, and attracting agricultural processing facilities as matters of interest.

### 4. Terms of Reference

4.1 The DAAC is guided by Council approved Terms of Reference (ToR). The ToR outlines the goal, mandate and scope of activities for the Committee (Attachment #2).

4.2 The Committee has requested a minor housekeeping change to the DAAC ToR to clarify the process around attendance and removal of members. The Committee agreed to the proposed amendment to add a new Section 4.3 with the addition of the following words, "to recommend" so that Section 4.3 reads as follows:



- At the discretion of the DAAC, non-attendance of three consecutive meetings will be sufficient grounds to recommend replacement.

## 5. Conclusion

5.1 DAAC had many notable accomplishments in 2019, including hosting the Annual DAAC Farm Tour at Willowtree Farm in Scugog, playing a key role in the development and implementation of the Regional Agriculture Sector Climate Adaptation Strategy, the Durham Region Local Food Business Retention and Expansion Project, the update of the Region's Agriculture Strategy, and providing comments on the Envision Durham project. Members should be commended for the time and commitment they have invested in the activities of the Committee. Kristy Kilbourne acted as the Planning and Economic Development Department staff liaison for 2019.

5.2 It is recommended that:

- a. This report be received as DAAC's annual report on its 2019 activities;
- b. The proposed 2020 DAAC Workplan be approved (Attachment 1);
- c. The proposed changes to the Committee's ToR be approved (Attachment 2); and
- d. A copy of this report be forwarded to the Durham Agricultural Advisory Committee, the Durham Federation of Agriculture, the Golden Horseshoe Food and Farming Alliance and the Area Municipalities.

## 6. Attachments

Attachment #1: Proposed 2020 DAAC Workplan

Attachment #2: Proposed DAAC Terms of Reference

Respectfully submitted,

Original signed by

---

Brian Bridgeman, MCIP, RPP  
Commissioner of Planning and  
Economic Development

Recommended for Presentation to Committee

Original signed by

---

Elaine C. Baxter-Trahair  
Chief Administrative Officer



## **DURHAM AGRICULTURAL ADVISORY COMMITTEE (DAAC) PROPOSED 2020 WORKPLAN**

### **1. Advice on Policy Development and Implementation**

#### **a. Provide advice on:**

- Proposed amendments to the Durham Region Official Plan.
- Agricultural and rural related planning matters, with a view to:
  - sustaining the viability of farming;
  - protecting and preserving agricultural land as a first priority; and
  - ensuring adequate separation between agricultural land uses and activities and urban residential areas.
- Envision Durham Regional Official Plan Update – Municipal Comprehensive Review.
- Implementation of the Regional Broadband Strategy.
- Durham Community Climate Adaptation Plan—ongoing implementation of the Agriculture Sector Climate Adaptation Strategy.
- Regional Cycling Plan Update.
- Durham Agricultural Strategy Update.
- Vibrant North Durham Plan Update.

### **2. Communicate/Outreach/Educate**

#### **a. Host the 2020 Farm Tour that will:**

- assist Local and Regional Councillors, Provincial and Federal government officials as well as Conservation Authorities (including staff), to understand the concerns, opportunities and challenges of the agricultural community;
- reach key industry stakeholders whose mandate may impact the agricultural community;
- assist the educational sector (institutions, boards/superintendents), to understand the opportunities and challenges of the agricultural industry and community;
- emphasize the benefits of the agricultural industry to the Regional economy and the need for succession farming in the industry.

- #### **b. Continue to work with Regional Departments including Planning and Economic Development, Works, Finance and Police Services where necessary to ensure agricultural interests are considered.**

- c. Encourage participation of the Durham agricultural youth organizations.
- d. Investigate other outreach opportunities as they arise.
- e. Municipal representatives on the Committee will continue to dialogue with their respective municipalities including presentations to area municipal Councils on matters of interest where appropriate.
- f. Continue to establish a working relationship with the Durham Environmental Advisory Committee and other Regional Committees.

### **3. Economic Development and Tourism**

- a. Continue to promote the agricultural sector and development of related industries in the Region.
- b. Assist in the update and implementation of the Region of Durham Agricultural Strategy Action Plan.
- c. Continue to promote the development of research and implementation strategies to assist Durham's agricultural/farming sector in achieving higher profitability, thereby ensuring its survival and long-term sustainability.
- d. Participate in the implementation of the Local Food Business Retention & Expansion project.

### **4. Issues of Interest**

- Federal Pickering airport lands.
- Federal Oshawa Port.
- Alternative energy (e.g. solar farms, biomass, wind).
- Farm safety.
- Provincial and federal legislation and policy affecting agriculture (e.g. species at risk, provincial land use plans).
- Commercial fill.
- Aggregate matters, including aggregate pit rehabilitation.
- Implementation of source water protections plans.
- Farmland assessment and taxation.
- Farm animal health and wellness (e.g. DRPS)
- Natural Heritage System protection and construction of new farm infrastructure.
- Minimum Distance Separation Formulae.
- Water and waste water master planning.
- Biosecurity, trespassing and vandalism.
- Municipal Class EA's.

- Regional road projects.
- Conservation Authority matters.
- Energy-from-Waste implementation and monitoring.
- Region's waste diversion programs.
- Durham Community Energy Plan Implementation
- Highway 407 East construction.
- Local food strategy.
- Agricultural training and employment, through continued work with the Durham Workforce Authority (DWA), Durham College, and Ontario Tech University.
- Activities of the Golden Horseshoe Food and Farming Alliance.
- Land use planning matters.
- Other matters affecting the agricultural industry (e.g. Municipal Fire Regulations, By-laws and Permits, Processing).

## **5. Meeting Schedule**

- a. DAAC has scheduled 10 regular meetings for 2020. An additional meeting may be held in August, at the call of the Chair. Resources (Planning and Clerks) will be provided to accommodate this schedule and workload.

- January 14, 2020
- February 11, 2020
- March 10, 2020
- April 14, 2020
- May 12, 2020
- June 9, 2020
- September 15, 2020
- October 13, 2020
- November 10, 2020
- December 8, 2020



## Durham Agricultural Advisory Committee (DAAC)

### Terms of Reference

Revised April 2019

#### 1. Goal

- 1.1 To provide advice to the Region of Durham on agricultural matters and rural matters as they relate to agriculture.

#### 2. Mandate

- 2.1 The Durham Agricultural Advisory Committee (DAAC) is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.
- 2.2 The Terms of Reference provide for a balance between activities referred from the Planning and Economic Development Department or the Regional Planning and Economic Development Committee or Regional Council and an allowance for the DAAC to be proactive and advise on matters identified on its own initiative.
- 2.3 Matters may be referred to the DAAC from the Regional Planning and Economic Development Department, the Regional Planning and Economic Development Committee, or Regional Council. The DAAC may report directly to the Regional Planning and Economic Development Committee on substantive matters as determined by the Planning and Economic Development Committee. Otherwise, the DAAC shall report through the Regional Planning and Economic Development Department.

#### 3. Scope of Activities

- 3.1 The scope of the DAAC may include activities such as:
- a) Providing advice on issues and concerns of the agricultural community;
  - b) Providing advice on the implementation of Provincial and Federal legislation, policies, and guidelines related to the agricultural industry;
  - c) Providing advice on agricultural and rural policy directions pursued by the Region. This may include providing advice on Regionally-initiated official plan amendments related to agricultural matters; on Regional agricultural matters through an official plan review; or, other policy directions pursued by the Region;

- d) Providing advice on the identification and implementation of programs which encourage public awareness and education of agricultural and related rural issues; and
- e) Providing advice on matters as they arise, at the request of the Region.

#### **4. Composition**

- 4.1 The DAAC will be comprised of sixteen members in total. Fourteen members will be private individuals who do not represent their respective employers or advocacy groups in their capacity as a DAAC member. An additional member will represent the Durham Region Federation of Agriculture. The above fifteen members shall not hold elected office (municipal, provincial or federal). Of these fifteen members, twelve will be bona fide farmers who are directly involved in the agricultural industry<sup>1</sup>; and three will be residents who are not directly involved in the agricultural industry. The final member will be a representative of the Planning and Economic Development Committee whose role is to act as liaison.
- 4.2 Membership for regular members shall correspond with the term of Regional Council. At the end of each term, members will be asked to consider their interest in remaining for an additional term. If a member chooses to resign, a replacement will be sought in accordance with Section 5. However, members shall continue to serve until their replacements are appointed by Regional Council.
- 4.3 At the discretion of the DAAC, non-attendance of three consecutive meetings will be sufficient grounds **to recommend** for replacement.

#### **5. Membership Selection**

- 5.1 For regular members, the Regional Planning and Economic Development Department will place a newspaper advertisement and/or issue a public service announcement to media within each area municipality requesting expressions of interest from individuals willing to volunteer for appointment to the DAAC. Interested individuals will be required to provide a brief resume and statement of interest. Responses from the advertisement will be forwarded to each respective area municipality with a request that the local Council nominate one representative from the applicants who are bona fide farmers directly involved in the agricultural industry<sup>2</sup>. The Regional Planning and Economic Development Department, from the remaining resumes received, will nominate three additional members at large who are bona fide farmers; and three members at

---

<sup>1</sup> Note: Where an interested bona fide farmer cannot be found to represent an area municipality, as an exception, a non-farm rural resident may be substituted.

<sup>2</sup> Same note as above.

large who are not directly involved in the agricultural industry, to bring the regular member complement to fourteen.

- 5.2 The Regional Planning and Economic Development Department will formally request the Durham Region Federation of Agriculture (DRFA) to nominate one person to represent the DRFA.
- 5.3 The Regional Planning and Economic Development Committee will recommend individuals for appointment to the DAAC by Regional Council.
- 5.4 Regional Council shall appoint a representative and an alternate to the DAAC from the members of the Planning and Economic Development Committee.
- 5.5 In nominating members to the DAAC, excluding the representative of the Planning and Economic Development Committee, regard shall be given to achieving a diversity of members engaged in varied disciplines of the agricultural industry and members living in the rural community with knowledge of agricultural and related rural issues. Availability to attend meetings will also be considered. All residents of Durham Region are eligible for membership.
- 5.6 In the case of a regular member vacancy, the approach described in Sections 5.1, 5.2 and 5.3 will generally be followed.
- 5.7 An elaboration of the selection criteria is provided in Appendix 1.

## **6. Officers**

- 6.1 A chair and two vice-chairs (first and second) will be elected annually by the membership of the DAAC. The Planning and Economic Development Committee representative will chair the inaugural DAAC meeting.

## **7. Support Services**

- 7.1 The Commissioner of Planning and Economic Development or designate, shall serve as staff liaison to the DAAC. The liaison will provide administrative, procedural and technical support to the DAAC.
- 7.2 The liaison will co-ordinate all requests for advice from the DAAC, through meeting agendas and addenda to meeting agendas. DAAC responses to such requests shall be co-ordinated by the liaison to the Planning and Economic Development Department.
- 7.3 The Region will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DAAC, and this budget will be administered by the Planning and Economic Development Department.



## **8. Meetings**

- 8.1 Regularly scheduled meetings of DAAC will be held at the Durham Regional Headquarters, unless otherwise stated. The DAAC, will establish a meeting schedule taking into account the business needs and the schedule of Council and the Planning and Economic Development Committee. The Planning and Economic Development Committee will be provided with a schedule of DAAC meetings each December for the following year. Special meetings may be held at the call of the Chair. The Planning and Economic Development Committee is to be kept informed of such meetings.
- 8.2 All meetings will be open to the public. As a formal advisory Committee to the Region, the DAAC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.
- 8.3 Quorum shall consist of a majority of the sitting members.

## **9. Delegations of Committee Meetings**

- 9.1 Any person(s) wishing to appear before the DAAC as a delegate must submit a request to [delegations@durham.ca](mailto:delegations@durham.ca), **advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Regional Planning and Economic Development Department, advising of the topic or item to which they wish to speak.** All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included on the agenda. Any person wishing to address the DAAC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution

## **10. Minutes and Agenda**

- 10.1 The minutes of each DAAC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package (CIP) prepared by the Clerk. When approved, any amendments will be forwarded to the Planning and Economic Development Committee. The DAAC agendas will be prepared by the staff liaison and the DAAC chair or vice-chair with input from other DAAC members. Agendas will be distributed the week prior to the meeting.

## **11. Committee Resolutions**

- 11.1 The DAAC will seek to achieve consensus on decisions. Recommendations are "carried" if supported by a majority, unless otherwise specified in these Terms of Reference or Regional Council Rules of Procedure. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DAAC.

**12. Annual Reports and Workplan**

- 12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DAAC. The annual report shall be forwarded to the Planning and Economic Development Committee.
- 12.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DAAC for consideration and approval by the Planning and Economic Development Committee and Council.
- 12.3 An annual review of the DAAC by the Planning and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

## **Appendix 1: Membership Eligibility Criteria**

To facilitate the nomination and appointment of new members to the DAAC, the following criteria will be considered. The aim is to achieve a diversity of members engaged in varied disciplines of the agricultural industry and community representation with knowledge of agricultural and related rural issues.

### 1. Residency

Members should reside in Durham Region<sup>3</sup>.

### 2. Agricultural Expertise and Knowledge

Applicants engaged in the agricultural industry having the following attributes would be considered as an asset:

- Demonstrated knowledge of agricultural and rural land use issues;
- Relevant farm experience;
- Involvement with activities of the agricultural community;
- Technical training in an agriculture-based field; and
- Knowledge of properties and farm operations within Durham.

### 3. Rural Experience

For applicants from the non-farm rural community consideration will be given to the duration of residency in the community and the individual's level of knowledge of agricultural related rural issues. The relevance of their interests to the mandate of the DAAC will also be an important consideration.

### 4. Availability

It is important that an applicant be able to attend as many DAAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

---

<sup>3</sup> Note: Where person who resides in Durham cannot be found, a farmer who owns land in Durham Region may be substituted.