



The Regional Municipality of Durham

Planning & Economic Development Committee Agenda

Council Chambers
Regional Headquarters Building
605 Rossland Road East, Whitby

Tuesday, February 2, 2021

9:30 AM

Please note: In an effort to help mitigate the spread of COVID-19, and to generally comply with the directions from the Government of Ontario, it is requested in the strongest terms that Members participate in the meeting electronically. Regional Headquarters is closed to the public, all members of the public may [view the Committee meeting](#) via live streaming, instead of attending the meeting in person. If you wish to register as a delegate regarding an agenda item, you may register in advance of the meeting by noon on the day prior to the meeting by emailing delegations@durham.ca and will be provided with the details to delegate electronically.

1. Roll Call

2. Declarations of Interest

3. Adoption of Minutes

- A) Planning & Economic Development Committee meeting
– December 1, 2020

Pages 4 - 8

4. Statutory Public Meetings

There are no statutory public meetings

5. Delegations

- 5.1 Zac Cohoon, Chair, Durham Agricultural Advisory Committee (DAAC), re: Durham Agricultural Advisory Committee 2020 Annual Report and 2021 Workplan (2021-P-2) [Item 7.2 B)]

- 5.2 Geoff Carpentier, Chair, Durham Environmental Advisory Committee (DEAC), re: Durham Environmental Advisory Committee 2020 Annual Report and 2021 Workplan (2021-P-3) [Item 7.2 C)]
- 5.3 Ron Lalonde, Chair, Durham Active Transportation Committee (DATC), re: Durham Active Transportation Committee 2020 Annual Report and 2021 Workplan (2021-P-4) [Item 7.2 D)]

6. Presentations

- 6.1 Gary Muller, Director of Planning, and Simon Gill, Director of Economic Development & Tourism, re: 2021 Planning and Economic Development Department Business Plans and Budgets (2021-P-1) [Item 7.2 A)]

7. Planning

- 7.1 Correspondence

- 7.2 Reports

- A) 2021 Planning and Economic Development Department Business Plans and Budgets (2021-P-1) 9 - 20
- [Link to 2021 Planning and Economic Development Department Business Plans and Budgets](#)
- B) Durham Agricultural Advisory Committee 2020 Annual Report and 2021 Workplan (2021-P-2) 21 - 35
- C) Durham Environmental Advisory Committee 2020 Annual Report and 2021 Workplan (2021-P-3) 36 - 54
- D) Durham Active Transportation Committee 2020 Annual Report and 2021 Workplan (2021-P-4) 55 - 66
- E) Smart Commute Durham 2020 Progress Report and 2021 Workplan (2021-P-5) 67 - 78

8. Economic Development

- 8.1 Correspondence

- 8.2 Reports

There are no Economic Development Reports to be considered

9. Advisory Committee Resolutions

There are no advisory committee resolutions to be considered

10. Confidential Matters

There are no confidential matters to be considered

11. Other Business

12. Date of Next Meeting

Tuesday, March 2, 2021 at 9:30 AM

13. 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, December 1, 2020

A regular meeting of the Planning & Economic Development Committee was held on Tuesday, December 1, 2020 in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 9:30 AM. Electronic participation was offered for this meeting.

1. Roll Call

Present: Councillor Ryan, Chair
Councillor Joe Neal, Vice-Chair
Councillor Highet
Councillor Kerr
Councillor Lee
Councillor Schummer
Councillor Yamada attended the meeting at 9:34 AM
Regional Chair Henry
*** all members of Committee, except Regional Chair Henry, participated electronically**

Also

Present: Councillor Crawford
Councillor Dies
Councillor Wotten

Absent: Councillor Bath-Hadden, was absent due to illness

Staff

Present: E. Baxter-Trahair, Chief Administrative Officer
B. Bridgeman, Commissioner of Planning and Economic Development
B. Anderson, Principal Planner
S. Gill, Director, Economic Development and Tourism
C. Goodchild, Manager, Policy Planning & Special Studies
L. Huinink, Director, Rapid Transit and Transit Oriented Development
R. Inacio, Systems Support Specialist, Corporate Services – IT
S. Jibb, Manager, Economic Development, Agriculture and Rural Affairs
G. Muller, Director of Planning
G. Pereira, Manager, Transportation Planning
B. Pickard, Manager, Tourism
K. Ryan, Senior Solicitor, Corporate Services – Legal Services
S. Salomone, Manager, Economic Development, Business Development and Investment

J. Severs, Manager, Economic Development, Marketing and Cluster
Development
T. Fraser, Committee Clerk, Corporate Services – Legislative Services

2. Declarations of Interest

There were no declarations of interest.

3. Adoption of Minutes

Moved by Councillor Lee, Seconded by Councillor Kerr,
(67) That the minutes of the regular Planning & Economic Development
Committee meeting held on Tuesday, November 3, 2020, be adopted.
CARRIED

4. Statutory Public Meetings

There were no statutory public meetings.

5. Delegations

There were no delegations to be heard.

6. Presentations

6.1 Gary Muller, Director of Planning, and Colleen Goodchild, Manager, Policy
Planning and Special Studies, re: Major Transit Station Areas – Proposed Policy
Directions (2020-P-27) [Item 7.2 A]

G. Muller and C. Goodchild provided a PowerPoint presentation outlining the
details of Report #2020-P-27 of the Commissioner of Planning and Economic
Development. Highlights of their presentation included:

- Background
- What is an MTSA?
- Policy Context
- Vision and General Policies
- MTSA Overview – Existing and Proposed MTSA's in Durham Region
- Delineation Considerations
- Policy Directions – Overview
- Implementation
- Next Steps and Conclusions

G. Muller responded to a question with respect to the rationale for not permitting
service stations within proximity of Major Transit Station Areas.

7. Planning

7.1 Correspondence

There were no communications to consider.

7.2 Reports

A) Major Transit Station Areas – Proposed Policy Directions (2020-P-27)

Report #2020-P-27 from B. Bridgeman, Commissioner of Planning and Economic Development, was received.

Moved by Councillor Highet, Seconded by Councillor Yamada,
(68) That Report #2020-P-27 of the Commissioner of Planning and Economic Development be received for information.

CARRIED

B) Carruthers Creek Watershed Plan Update, Public Consultation Process (2020-P-28)

Report #2020-P-28 from B. Bridgeman, Commissioner of Planning and Economic Development, was received. A revised recommendation was displayed for members of the Committee.

Staff responded to questions with respect to the possibility of staff reporting back to Committee if there is limited public participation at the virtual public open houses; and the process for requesting Council to rescind its previous decision.

Moved by Regional Chair Henry, Seconded by Councillor Highet,
(69) That we recommend to Council:

- A) That, subject to a two-thirds majority vote, Council be requested to rescind its previous decision to pause the public comment period for the Carruthers Creek Watershed Plan Update until the COVID-19 emergency state is lifted by all levels of government and to hold an in-person Public Open House once the emergency state is lifted by all levels of government;
- B) That the public consultation and comment period for the Carruthers Creek Watershed Plan be resumed, starting on January 4, 2021 and concluding on March 19, 2021;
- C) That the proposed dates and format for two virtual Public Open Houses as described in Attachment #1 to Report #2020-P-28 of the Commissioner of Planning and Economic Development be endorsed; and

- D) That a copy of Report #2020-P-28 be forwarded to the City of Pickering, Town of Ajax, and to the Toronto and Region Conservation Authority for further distribution to the Carruthers Creek Watershed Update interested parties list.

CARRIED

- C) Re-Nomination to the Board of Directors of the Greater Toronto Airports Authority (2020-P-29)
-

Report #2020-P-29 from B. Bridgeman, Commissioner of Planning and Economic Development, was received.

Moved by Regional Chair Henry, Seconded by Councillor Yamada,
(70) That we recommend to Council:

- A) That Mr. Johan van 't Hof be re-nominated to the Greater Toronto Airports Authority (GTAA) Board of Directors as Durham Region's municipal representative for a three-year term; and
- B) That a copy of Report #2020-P-29 of the Commissioner of Planning and Economic Development be forwarded to the GTAA.

CARRIED

8. Economic Development

8.1 Correspondence

There were no communications to consider.

8.2 Reports

There were no Economic Development reports to consider.

9. Advisory Committee Resolutions

There were no advisory committee resolutions to be considered.

10. Confidential Matters

There were no confidential matters to be considered.

11. Other Business

11.1 Agreement with the Owner of the Durham Live Lands

Councillor Joe Neal inquired about the status of the agreement with the Owner of the Durham Live lands. Councillor Ryan advised that there is an agreement in place between the developer of the Durham Live lands and the Toronto and

Region Conservation Authority. He also advised that they are currently looking at alternative sites and there is ongoing discussion with the Ministry of Natural Resources and Forestry.

B. Bridgeman responded to questions with respect to whether the Minister's Zoning Order (MZO) overrides the jurisdiction of the Conservation Authority. He also responded to questions with respect to whether the proposed development of a Home Hardware in Bowmanville would require a permit from the Conservation Authority if an MZO is issued.

12. Date of Next Meeting

The next regularly scheduled Planning & Economic Development Committee meeting will be held on Tuesday, January 5, 2021 at 9:30 AM in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

13. Adjournment

Moved by Councillor Kerr, Seconded by Councillor Lee,
(71) That the meeting be adjourned.

CARRIED

The meeting adjourned at 10:02 AM

Respectfully submitted,

D. Ryan, Chair

T. Fraser, Committee Clerk



The Regional Municipality of Durham Report

To: Planning and Economic Development Committee
From: Commissioner of Planning and Economic Development
Report: #2021-P-1
Date: February 2, 2021

Subject:

2021 Planning and Economic Development Department Business Plans and Budgets

Recommendation:

That the Planning and Economic Development Committee recommends to the Finance and Administration Committee for subsequent recommendation to Regional Council that the 2021 Business Plans and Budgets of the Planning and Economic Development Department be approved.

Report:

1. Purpose

1.1 The purpose of this report is to obtain Planning and Economic Development Committee concurrence of the 2021 Business Plans and Budgets for the Planning and Economic Development Department. The Planning and Economic Development Department 2021 Business Plans and Budgets will be referred to the Finance and Administration Committee for consideration during deliberations of the 2021 Property Tax Supported Business Plans and Budgets.

2. Overview

2.1 The recommended 2021 Planning and Economic Development Business Plans and Budgets meets the Council approved guideline for the 2021 Property Tax Supported Business Plans and Budgets.

2.2 The 2021 Planning and Economic Development Business Plans and Budget supports the following five goals of the Region's Strategic Plan as well as responds

to the demands and pressures the COVID-19 pandemic has placed on many Regional programs and services and provides for the implementation of the Region's COVID-19 Recovery Plan:

- a. Environmental Sustainability
 - b. Community Vitality
 - c. Economic Prosperity
 - d. Social Investment
 - e. Service Excellence.
- 2.3 The recommended 2021 Planning and Economic Development Department Business Plans and Budget includes \$11.4 million in gross expenditures requiring \$9.7 million in property tax funding with the remaining funded by program fees, federal grant, and reserve funds.
- 2.4 The recommended 2021 Planning and Economic Development Department Business Plans and Budget provides operating and capital funding for units within the Planning Division and in the Economic and Tourism Division as follows:
- a. Planning Division
 - Policy Planning and Special Studies
 - Transportation Planning
 - Plan Implementation
 - Land Division
 - Executive and Administration and Support Services
 - Citizen Advisory Committees
 - b. Economic Development and Tourism Division
 - Administration
 - Business Development
 - Tourism
 - Business Advisory Centre Durham
 - Rural and Agriculture
 - Community Promotion Resource
 - Marketing Strategy Partnerships

3. 2020 Accomplishments

3.1 In 2020 the Planning and Economic Development Department undertook several activities including the delivery of core and mandated services:

a. Planning Division

- Through Envision Durham, the Municipal Comprehensive Review of the Regional Official Plan, the following was undertaken:
 - staff received and synthesized public input on the six theme-based Discussion Papers released in 2019 related to: Agriculture and Rural; Climate Change & Sustainability; Natural Environment; Urban System; Transportation and Housing Planning Policy; leading to Proposed Policy Directions that will be presented for review and comment in the Spring of 2021;
 - Established the criteria and process for evaluating employment area conversion requests that will form part of the Growth Management Study;
 - Undertook analysis and consulted with the area municipalities on intensification opportunities, as required input to the Land Needs Assessment;
 - Monitored and reported on changes to the provincial land needs assessment methodology and 2051 population and employment forecasts within amendments to the Growth Plan for the Greater Golden Horseshoe;
 - Advanced the consideration of Major Transit Station Area policies along the GO East Rail line and the GO East Extension through the release of Proposed Policy Directions.
- Implemented improvements to our policy documents, processes and reporting activities:
 - Adjusted business practices stemming from the COVID-19 pandemic, that enabled greater delegation of decisions on land division applications, provided for virtual meetings for all committees, implemented e-transfer of fees and improved capabilities for electronic application submissions;
 - Participated in the development of the Region's COVID-19 data tracker;

- Finalized the Region's Woodland Conservation By-law that modernized definitions, clarified scope, eliminated process duplication and other efficiencies;
 - Migrated the Durham Profile to an online dashboard that allows users to customize queries;
 - Continued work on the Region's new Development Tracking System Implementation Project (PLANit);
 - Initiated consultation on proposed changes to the Region's Soil and Groundwater Assessment Protocol to streamline and clarify processes and offer more flexibility in the consideration of submissions.
- Continued work in support of the Region's efforts to advance the GO East Extension;
 - Continued work in support of Regional efforts to advance opportunities for affordable housing;
 - Participated in the development of the Region's Employment Land Servicing Strategy;
 - Continued work on the Regional Cycling Plan Update;
 - Initiated work on the design and development of a Regional Community Improvement Plan;
 - Led and coordinated efforts that provided a Regional perspective on planning initiatives introduced by the Province;
 - Supported the activities of the Durham Environmental Advisory Committee, Durham Agricultural Advisory Committee, and the Durham Active Transportation Committee, including hosting a virtual Farm Tour; and
 - Developed cycling promotional videos to promote Durham's active transportation offerings from an inclusive, age-friendly and tourism perspective.
- b. Economic Development and Tourism Division
- Developed a single-source, comprehensive portal listing all available

funding, programming, and information on our website from all levels of government, at www.investdurham.ca/CovidResponse which includes an events calendar with webinars for upskilling, directories of businesses that provided local food, local e-commerce supports and local PPE, as well as reskilling available at local post-secondary schools;

- Formed the Durham Economic Task Force (DETF) to immediately action supports for our business community during COVID-19 to advocate for the needs of the business community, provide information about available supports, guide small businesses through accessing emergency financial assistance programming, develop support programming for businesses and promote Durham small businesses through shop local campaigns;
- Established an emergency loan program for Regional Chambers of Commerce and Boards of Trade, to ensure local businesses continued to get the necessary support in accessing government programming;
- Developed and executed four COVID-19 Recovery surveys for the business community. Results were used as an input into DETF programming and initiatives;
- Developed and launched new Durham Tourism branding, updating the Durham Tourism website, and social media accounts;
- Advanced Broadband programming through advocacy work; completed a Region-wide survey with approximately 2,400 responses and submitted grant applications to senior levels of government for major components of a planned Regional Broadband Network;
- Achieved 98,486 Engagements and Clicks on Tourism social media feeds; and 21,845 Engagements and Clicks on Invest Durham channels. Tourism experienced 22% growth, Rural and Agriculture experienced 48% growth, and Invest Durham experienced 472% growth on social media channels for a combined social media growth across all Economic Development and Tourism Social Media accounts of 180%. (Note, some Invest Durham's accounts were in their launch year and this growth rate is not expected to continue in 2021.);
- Developed and executed eight major marketing campaigns using tactics such as online and print, geotargeting, out-of-home/environmental, and radio. Campaigns were in relation to COVID-19 recovery (Program

Awareness, Digital Services, Local Food, Shopping Local, Local PPE, Reskilling Resources, Innovative companies rising to the challenge of COVID-19), the broadband survey, Collision 2020, and Canada Day the Durham Way;

- Developed and launched the DowntownsofDurham.ca website, an online marketing tool designed to help main street businesses promote their goods and services during the COVID-19 pandemic, as well as to help businesses in the Region's Business Improvement Areas (BIAs);
- Formed a unique Made-In-Durham solution to deliver Digital Main Street digital transformation grants and programming throughout the region, by BACD, Whitby BIA, and Clarington Board of Trade, including the development of a web resource explaining the various programs;
- Responded to 65 prospective investment inquiries;
- Grew awareness of Cybersecurity and Artificial Intelligence through support of and attendance at Canadian Women in Cybersecurity, SiberXchange, CISO Forum and Collision 2020;
- Advanced the Employment Land Servicing Project, securing Council approval to proceed with targeted high priority servicing projects to increase the supply of market-ready employment lands regionally;
- Transitioned the Diversity and Immigration Program and the Durham Local Immigration Partnership (DLIP) to Economic Development;
- Developed a local food directory with information on agri-food businesses across the region with information on delivery, curbside pickup, online ordering and farmers' market options; and
- Organized and hosted several workshops in partnership with Durham Farm Fresh covering topics such as how to pivot to online sales for agri-food businesses, on-farm safety during COVID-19, succession planning and supporting temporary foreign workers/seasonal agricultural workers.

4. 2021 Priorities and Highlights

- 4.1 The 2021 Business Plans and Budgets provide critical resources to advance the programs and services provided by the Department. Emphasis in 2021 will be to:

a. Planning Division

- Through Envision Durham, the following activities will be undertaken:
 - Completing and consulting on Proposed Policy Directions;
 - Continuing work on the development of regional natural heritage system and agricultural system mapping;
 - Completing and consulting on various components of the Growth Management Study including allocating the region's growth forecasts and required urban land need to 2051;
 - Commencing drafting of a new Regional Official Plan;
 - Continuing work on policies, delineations and density targets for Major Transit Station Areas;
 - Undertaking a Regional housing assessment to enable consideration of inclusionary zoning by the area municipalities for Major Transit Station Areas;
- Continuing to develop a Community Safety and Well-being Plan (CSWP) in collaboration with other Regional departments;
- Completing the Carruthers Creek Watershed Plan;
- Completing and consulting on a Regional Community Improvement Plan;
- Finalizing the Regional Cycling Plan Update that will include an updated regional cycling network supported by an implementation strategy and financial considerations;
- Initiating an update of Durham's Freight and Goods Movement Strategy;
- Conducting the 2021 Durham Region Business Count, including the addition of one or two new survey questions to gauge the impact of the COVID-19 pandemic on local businesses and the region's workforce; and
- Undertaking further improvements to processes, policies and practices by:
 - Updating, streamlining and simplifying the Region's Soil and Groundwater Contamination Protocol;
 - Launching PLANit, the Region's new development tracking system;
 - Improving and streamlining the format of the Planning Activity

Quarterly Reports to improve readability.

b. Economic Development and Tourism Division

- One new full-time Economic Development Specialist is proposed effective July 1, 2020 to support business growth and retention in the region as well as new investment attraction;
- Develop and launch a refreshed Economic Development Strategy and Action Plan that ties in newly developed strategies in key areas such as: marketing, tourism, agriculture, local food, northern business retention and expansion, investment attraction and post-COVID economic recovery;
- Develop and deliver marketing campaigns through innovative digital channels to grow awareness of the Region, supporting growth of the EN3 cluster and promoting our history of innovation;
- Continue to support innovation and entrepreneurship regionally;
- Advance the deployment of broadband infrastructure to underserved areas;
- Advance concept planning for Project Woodward - an initiative to develop a concept plan for the Region's surplus lands in the Clarington Energy Park for the purpose of creating an energy innovation park and attracting new EN3 sector investment and jobs;
- Plan for economic recovery programming in partnership with the DETF and the DEDP;
- Advance the development of marketing initiatives to promote serviced and market-ready employment lands regionally to attract investment;
- Implement the Local Food Business Retention and Expansion Action Plan to support the retention and expansion of agri-food businesses, and work to grow the agri-tourism sector regionally; and
- Implement actions from the Durham Local Immigration Partnership Community Plan.

4.2 A series of initiatives are included in the 2021 Business Plans and Budgets that will help provide mitigation and adaptation measures and strategies to address the Region's climate change initiatives, including the following:

- a. Envision Durham, the Region's Municipal Comprehensive Review of the Durham Regional Official Plan, the Region's principal land use planning document will incorporate mitigation and adaptation policies, a greater focus on transit-oriented development, and a regional natural heritage system that will help address the Region's climate change initiatives.
 - b. The Regional Cycling Plan Update will incorporate policies and practices to encourage active modes of transportation that will help mitigate greenhouse gas emissions.
 - c. Once implemented, the new PLANit development tracking system will enable improved data collection, tracking and monitoring of new developments in relation to Regional policy objectives.
- 4.3 The COVID-19 pandemic has had significant impact on the Regional programs and services. Staff in the Planning and Economic Development Department continue to provide a focused and dedicated effort in support of local businesses, switching to providing more on-line services, holding exclusively virtual meetings, and remote work. The proposed 2021 Business Plans and Budgets includes \$0.1 million in incremental one-time costs, funded from available senior government funding and as required from the Operating Impact Stabilization Reserve Fund, for the Department to continue to respond to and recovery from the COVID-19 pandemic. Ongoing response to and recovery from the COVID-19 pandemic includes:
- a. Planning Division
 - Further improving on-line submissions and circulation of development applications;
 - Ongoing monitoring of development activity to determine any implications on long term growth;
 - Redeploying of staff to other divisions to provide needed support;
 - Continuing to provide responsive service through the review of development applications, the conduct of meetings and the continuation of projects.
 - b. Economic Development and Tourism Division
 - The COVID-19 pandemic has had a devastating effect on the local business community, in response, the workplan of Economic Development

and Tourism has shifted to meet the needs of the local business community.

- In 2020, a significant number of urgent COVID response projects required redeployment of Regional staff from across the Region (e.g. staff from Legal Services) to support economic development initiatives.
- Through the Durham Economic Task Force, capacity and resiliency has been created in the local business community through programming that was jointly developed and through the delivery of webinars in topics such as e-commerce and digital marketing.
- Support-Local campaigns have created a groundswell of support and local pride in Durham Region as an amazing, resilient and innovative community.
- The long-lasting effects of the partnerships the Region has forged through the DETF will continue to create value for residents for years to come as businesses continue to navigate the devastating impact of COVID-19.

5. 2021 Risks and Uncertainties

5.1 Some of the risks and uncertainties that could be experienced through 2021 include:

- a. A continued risk that further provincial initiatives could affect the timing or delivery of the Planning programme including additional Ministerial Zoning Order Requests and potential changes to provincial legislation requiring staff comment;
- b. The potential that application revenue may not meet the forecast;
- c. The potential that additional consulting funds may be required if additional work is necessary under the 2021 workplan;
- d. Broadband: A number of grant applications have been submitted that have budgetary implications and potential financial risks to the Region. Staff will continue to update Committee and Council on the status of the grant applications and associated risks;
- e. Restrictions to mitigate the spread of COVID-19 may have a continued impact on the business community including the hardest hit retail, manufacturing and tourism sectors; and

- f. The Region, along with its municipal partners is working with the provincial and federal government to secure senior government funding for projected 2021 incremental cost to the Region of responding to and recovering from the COVID-19 pandemic. Should sufficient funding not be available the Region will need to consider further cost mitigation measures or funding from stabilization reserve funds.

6. Future Budget Pressures

- 6.1 The Planning and Economic Development Department anticipates the following future budget pressures that are of note:
 - a. Annualization of the one new position within the Department at an estimated incremental 2022 cost of \$50k.
 - b. Growth pressures from new development applications that will require staff review and potentially additional staff resources; and
 - c. Technological changes and improvements as the Department continues to offer a greater variety of on-line services.

7. Relationship to Strategic Plan

- 7.1 This report aligns with/addresses the following strategic goal and priorities in the Durham Region Strategic Plan.
 - a. Goal 5 Service Excellence – to provide exceptional value to Durham taxpayers through responsive, effective and fiscally sustainable service delivery. By responsibly managing the Region’s financial assets, the proposed 2021 Planning and Economic Development Department Business Plans and Budget looks to optimize resources to deliver critical services for current and future generations.
- 7.2 The Strategic Priorities section of the 2021 Planning and Economic Development Department Business Plans and Budget document further highlights planned activities for the current budget year which will contribute to the achievement of the Region’s priorities outlined in the Region’s Strategic Plan.

8. Conclusion

- 8.1 The recommended 2021 Planning and Economic Development Department Business Plans and Budget meets the Council approved guideline for the 2021 Property Tax Supported Business Plans and Budgets and supports the

Department's role of generating new investment, creating jobs, and establishing and implementing a long-term vision for the growth and prosperity of the Region.

- 8.2 It is recommended that the Planning and Economic Development Committee approve the 2021 Business Plans and Budgets for the Planning and Economic Development Department and forward this report to the Finance and Administration Committee for consideration during the budget deliberations of the 2021 Property Tax Supported Business Plans and Budget.
- 8.3 This report has been reviewed by the Finance Department and the Commissioner of Finance concurs with the recommendation.

9. Attachments

- 9.1 Detailed 2021 Business Plans and Budgets for the Planning and Economic Development Department are available on-line through the link provided on the February 2, 2021 Planning and Economic Development Committee agenda or in hard copy by contacting the Finance Department, at (905) 668-7711 ext. 2302.

Respectfully submitted,

Original signed by

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

Recommended for Presentation to Committee

Original signed by

Elaine Baxter-Trahair
Chief Administrative Officer

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2564



The Regional Municipality of Durham Report

To: Planning and Economic Development Committee
From: Commissioner of Planning and Economic Development
Report: #2021-P-2
Date: February 2, 2021

Subject:

Durham Agricultural Advisory Committee 2020 Annual Report and 2021 Workplan,
File:C07-02

Recommendations:

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

- A) That Commissioner's Report #2021-P-2 be received as the Durham Agricultural Advisory Committee's 2020 Annual Report;
 - B) That the Durham Agricultural Advisory Committee's 2021 Workplan be approved, as outlined in Attachment 1, to Commissioner's Report #2021-P-2; and
 - C) That a copy of Commissioner's Report #2021-P-2 be forwarded to the Durham Agricultural Advisory Committee, the Durham Federation of Agriculture, the Golden Horseshoe Food and Farming Alliance, Conservation Authorities, 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 2020; and
- b. Present the proposed DAAC 2021 Workplan.

2. Previous Reports and Decisions

2.1 In March 2020, Council considered DAAC's 2019 Annual Report and 2020 Workplan through Commissioner's Report #[2020-P-5](#).

3. 2020 Annual Report

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

3.2 At the inaugural meeting of 2020, Zac Cohoon was elected Chair, Frazer Puterbough was elected 1st Vice-Chair and Tom Watpool was elected 2nd Vice-Chair.

3.3 Membership at the end of 2020 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

3.4 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 2020, DAAC fulfilled this role by:

- a. Expanding its knowledge of agricultural related issues by receiving presentations and engaging in discussions on the following:
 - Central Lake Ontario Conservation Authority program and service update;
 - Durham's Broadband Strategy implementation;
 - Durham's new Woodland Conservation Bylaw;
 - Durham's Long Term Waste Management Plan;
 - Protection of the health of Temporary Foreign Workers during COVID-19;
 - Greater Golden Horseshoe Food and Farming Alliance Action Plan; and
 - Proposed changes to Durham's Soil and Groundwater Assessment Protocol.
- b. Providing advice on various Regional issues, including:
 - Bill 156 – Security from Trespass and Protecting Food Safety Act;
 - Official Plan Amendment applications to permit surplus farm dwelling severances (OPA 2020-001 & OPA 2020-002);
 - the Region's Broadband Strategy and implementation;
 - the Region's Woodland Conservation By-law update;
 - Rural economic development needs and opportunities;
 - Regional application for Improving Connectivity in Ontario (ICON) funding for Broadband projects;
 - Proposed regulations for Canada's Clean Fuel Standard; and
 - Federal Abattoir Feasibility Study.
- c. Organizing and/or participating in the following educational/outreach initiatives:

- Participating in a focus group regarding the feasibility of developing a Local Food Aggregation and Distribution Centre with Peterborough and Kawarthas Economic Development (January 21, Peterborough); and
- Hosting the virtual 2020 DAAC Farm Tour (September 17, see Commissioner's Report #[2020-INFO-85](#)). The virtual farm tour was attended by over 150 participants and provided a unique opportunity to virtually tour two facilities which would not normally be accessible to the public due to bio-security concerns.

3.5 Due to the ongoing COVID-19 pandemic, meetings were cancelled in April, and May of 2020. Meetings, now being held virtually, began in June and will continue uninterrupted until gathering restrictions are lifted.

4. 2021 Workplan

4.1 The proposed 2021 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 2021 virtual 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.

4.2 Notable additions to the 2021 Workplan include:

- Providing advice during the development of the Local Food Business Retention and Expansion Action Plan;
- Providing advice on the Long-Term Waste Management Plan
- Planning for a virtual Farm Tour in 2021;
- Monitoring the Federal Clean Fuel Standards
- Monitoring COVID-19 impacts and recovery for the agricultural industry; and

- Monitoring the status of the Rouge Urban National Urban Park - Long Term Lease Program.

5. Terms of Reference

- 5.1 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). No changes are proposed for the coming year.

6. Relationship to the Strategic Plan

- 6.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

- a. Under Goal 3; Economic Prosperity, Objective 3.5, Provide a supportive environment for agriculture and agri-food industries.

7. Conclusion

- 7.1 DAAC had many notable accomplishments in 2020, including hosting the Annual DAAC Farm Tour virtually for the first time. Members should be commended for the time and commitment they have invested in the activities of the Committee. Kristy Kilbourne, Kiersten Allore-Engel and Michael Scott acted as the Planning and Economic Development Department staff liaisons over the course of 2020.

- 7.2 It is recommended that:

- a. This report be received as DAAC's annual report on its 2020 activities;
- b. The proposed 2021 DAAC Workplan be approved (Attachment 1); and
- c. 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, Conservation Authorities, and the Area Municipalities.

8. Attachments

Attachment #1: Proposed 2021 DAAC Workplan

Attachment #2: 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) 2021 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 Agricultural Sector Climate Adaptation Strategy.
- Regional Cycling Plan Update.
- Durham Agricultural Strategy Update.
- Vibrant North Durham Plan Update.
- Local Food Business Retention & Expansion Action Plan.
- Long Term Waste Management Plan

2. Communicate/Outreach/Educate

a. Host the 2021 Virtual 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.
- 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).
- COVID-19 impacts and recovery.
- Rouge National Urban Park.
- Clean Fuel Standards

5. Meeting Schedule

- a. DAAC has scheduled 10 regular meetings for 2021. 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 12, 2021
- February 9, 2021
- March 9, 2021
- April 13, 2021
- May 11, 2021
- June 8, 2021
- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 7, 2021



Durham Agricultural Advisory Committee (DAAC)

Terms of Reference

Revised March 2020

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 industry¹; 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** 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 industry². 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

¹ 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.

² 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, 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. 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 Region³.

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.

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



The Regional Municipality of Durham Report

To: Planning and Economic Development Committee
From: Commissioner of Planning and Economic Development
Report: #2021-P-3
Date: February 2, 2021

Subject:

Durham Environmental Advisory Committee 2020 Annual Report and 2021 Workplan,
File: A01-37

Recommendations:

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

- A) That Commissioner's Report #2021-P-3 be received as the Durham Environmental Advisory Committee's 2020 Annual Report;
- B) That the Durham Environmental Advisory Committee's 2021 Workplan be approved, as outlined in Attachment 1, to Commissioner's Report #2021-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 #2021-P-3;
- D) That the following citizen volunteers be appointed to the Durham Environmental Advisory Committee:
 - i) Derek Nguyen and Shlok Panchal as **Youth** members; and
 - ii) Jocelyn Whalen as a **Post-Secondary** member;
- E) That the above-named citizen volunteers be advised of their appointment to the Durham Environmental Advisory Committee; and

- F) That a copy of Commissioner's Report #2021-P-3 be forwarded to the Durham Environmental Advisory Committee, Conservation Authorities, 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 2020;
 - b. Present the proposed DEAC 2021 Workplan; and
 - c. Propose changes to the ToR.

2. Previous Reports and Decisions

- 2.1 In November 2020, Council endorsed the selection of Christine Doody-Hamilton as a member of DEAC through Commissioner's Report #[2020-P-23](#).
- 2.2 In March 2020, Council endorsed DEAC's 2019 Annual Report and 2020 Workplan through Commissioner's Report #[2020-P-3](#).

3. 2020 Annual Report

- 3.1 DEAC is composed of seventeen members, including one member of the Planning and Economic Development Committee.
- 3.2 At the inaugural meeting in 2020, Geoff Carpentier was re-elected as Chair, Keiko Lui was elected first Vice-Chair, and Jay Cuthbertson was elected second Vice-Chair.
- 3.3 Membership at the end of 2020 was:
- Geoff Carpentier (Scugog) (Chair);
 - Keiko Lui (Member at Large) (1st Vice-Chair);

- Jay Cuthbertson (Clarington) (2nd 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);
- Brian Shipp (Member at Large);
- Dimitri Stathopoulos (Member at Large);
- Christine Doody-Hamilton (Member at Large);
- Councillor Steve Yamada (Planning and Economic Development Committee); and
- Councillor Sterling Lee (Planning and Economic Development Committee – Alternate).

3.4 Dennis Sallans (Member at Large) resigned his position in 2020 and was replaced by Christine Doody-Hamilton.

3.5 Connor Duffy (Post-Secondary Member) and Dhruv Upadhyay (Youth Member) completed their terms on DEAC upon graduating from their school programs in 2020. Membership appointments to fill their vacancies are proposed in Section 6 of this report.

Major Activities

3.6 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. Some planned activities were postponed because they included in-person events, education and outreach, such as the Spring bee pollinator seed distribution project in conjunction with the Regional compost giveaway events, and the Environmental Achievement Awards. These activities will be revisited as part of the 2021 and 2022 workplans.

3.7 During 2020, DEAC fulfilled its role by:

- a. Expanding its knowledge of environmental related issues by receiving presentations and engaging in discussion on the following:

- The CLOCA Draft Watershed Plan Update;
 - Regional Waste Management Strategies;
 - Transportation Demand Management: The Climate Connection;
 - Durham Region Long-term Waste Management Plan;
 - LEAF Backyard Tree Planting Program;
 - Durham's Soil and Groundwater Assessment Protocol;
 - Regional Cycling Plan Update; and
 - Collaboration Opportunities between DEAC and the Durham Region Roundtable on Climate Change.
- b. Providing advice on various Regional issues, including:
- Durham Region Long-term Waste Management Plan;
 - Regional Cycling Plan;
 - The Municipal Comprehensive Review (MCR) process by providing input and comments on Envision Durham discussion papers; and
 - Durham Soil and Groundwater Assessment Protocol.
- c. Community outreach and stewardship, including:
- Developing a residents' guide to climate resilience (in-progress);
 - Planning for the Environmental Achievement Awards (postponed due to the COVID-19 pandemic); and
 - Preparing for a spring bee pollinator seed distribution project (postponed due to the COVID-19 pandemic).
- d. Participating in various stakeholder advisory committees and groups including the Port Granby Project Citizen Liaison Group and the Duffin Creek Water Pollution Control Plan Advisory Committee, and attending community events (including seminars, workshops, and symposiums).
- 3.8 Due to the ongoing COVID-19 pandemic, DEAC's monthly meetings were cancelled in April and May of 2020. Meetings, now being held virtually, resumed in June and will continue until gathering restrictions are lifted.

4. 2021 Workplan

- 4.1 The proposed 2021 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.

5. Terms of Reference

5.1 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).

5.2 Changes are proposed to the following sections of the DEAC ToR:

- a. Section 4.4 (Composition) to extend the youth membership term to a maximum of 3 years to correspond with changes to Item C.2 (Appendix 1);
- b. Appendix 1, to:
 - Expand the Post-Secondary Student membership eligibility criteria to accept membership applications from first year students who are accepted in a full-time College or University program (Item B.2); and
 - Expand the Youth membership eligibility criteria to accept applications from Grade 10 students (Item C.2).

6. Appointment of Youth and Post-Secondary Members to DEAC

6.1 In June 2020, Dhruv Upadhyay (Youth member) and Connor Duffy (Post-Secondary member) completed their terms on DEAC upon graduating from their school programs. The completion of their terms resulted in Youth and Post-Secondary member vacancies.

- 6.2 In accordance with the DEAC ToR, including the proposed changes contained within this report, the Planning and Economic Development Committee must recommend two “Youth” members and one “Post-Secondary” member to fill existing vacancies.
- 6.3 A public service announcement was released, and advertisements were placed online through social media in November 2020 seeking expressions of interest from high school and post-secondary students wishing to serve on DEAC.
- 6.4 **It is recommended that the following citizen volunteers be appointed as “Youth” members to the Durham Environmental Advisory Committee: Derek Nguyen and Shlok Panchal.** Mr. Nguyen is a Grade 11 student from Whitby who co-founded the organization, Operation EcoPen, to champion recycling of writing instruments, played a key role in initiating a composting program at the Whitby Ribfest, and is part of the Ontario Nature Youth Council. He is also the vice president of his school’s Eco-Team. Mr. Panchal is a Grade 10 student from Whitby who is engaged in various clubs and teams, including the Environmental Club at his school. He has an array of volunteer experience, including environmental programming with OPG’s Tuesdays on the Trail program and the Pickering Museum Village, as well as with child, youth, and senior centres.
- 6.5 **It is recommended that the following citizen volunteer be appointed as a “Post-Secondary” member to the Durham Environmental Advisory Committee: Jocelyn Whalen.** Ms. Whalen is an Environmental and Resource Science student at Trent University, and has previously completed an Environmental Technician diploma, and an advanced diploma in Environmental Technology. She has an extensive array of professional and volunteer experience in the environmental technology field; and is currently a member of the Samuel Wilmot Nature Area Management Advisory Committee¹.

7. Relationship to Strategic Plan

- 7.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

¹ The Samuel Wilmot Nature Area Management Advisory Committee is a group of volunteers appointed by the Municipality of Clarington to assist the Municipality and the Ministry of Natural Resources in managing the Samuel Wilmot Nature Area. The Committee is also dedicated to preserving and improving the condition of the Nature Area for the benefit of the wildlife that resides there and the enjoyment of the residents of Clarington.

- a. Goal 1: Environmental Sustainability's objective: To protect the environment for the future by demonstrating leadership in sustainability and addressing climate change.

8. Conclusion

8.1 DEAC had many notable accomplishments in 2020, and members should be commended for the time and commitment they have invested in the activities of the Committee, especially given the challenges posed by the COVID-19 pandemic. Aneesah Luqman acted as the Planning and Economic Development Department staff liaison.

8.2 It is recommended that:

- a. The report be received as DEAC's annual report on its 2020 activities;
- b. The proposed 2021 DEAC Workplan be approved (Attachment 1);
- c. The proposed changes to the Committee's ToR be approved (Attachment 2);
- d. The following citizen volunteers be appointed to the Durham Environmental Advisory Committee:
 - Derek Nguyen and Shlok Panchal as **Youth** members; and
 - Jocelyn Whalen as a **Post-Secondary** member;
- e. The above-named citizen volunteers be advised of their appointment to the Durham Environmental Advisory Committee; and
- f. A copy of this report be forwarded to the Durham Environmental Advisory Committee, Conservation Authorities, and the Area Municipalities.

9. Attachments

Attachment #1: Proposed 2021 DEAC Workplan

Attachment #2: DEAC Terms of Reference Proposed Changes

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 2021 WORKPLAN**



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

Item	Progress
<ul style="list-style-type: none"> • Species at risk 	
<ul style="list-style-type: none"> • Waste reduction and management progress 	
<ul style="list-style-type: none"> • Lifecycle assessment of products and packaging (e.g. plastics) 	
<ul style="list-style-type: none"> • Microplastics 	
<ul style="list-style-type: none"> • Forest, grassland, and wetland health 	
<ul style="list-style-type: none"> • Active transportation 	
<ul style="list-style-type: none"> • Climate change 	
<ul style="list-style-type: none"> • Pesticides and alternatives 	
<ul style="list-style-type: none"> • Invasive species 	
<ul style="list-style-type: none"> • Native species 	
<ul style="list-style-type: none"> • Biodiversity 	
<ul style="list-style-type: none"> • Urban sustainability 	
<ul style="list-style-type: none"> • Air quality 	
<ul style="list-style-type: none"> • Food security 	
<ul style="list-style-type: none"> • Community gardens 	
<ul style="list-style-type: none"> • Aggregate pit rehabilitation 	
<ul style="list-style-type: none"> • Peat moss and top soil removal and restoration 	
<ul style="list-style-type: none"> • Biological and physical decomposition (e.g. incineration, gasification, carbonization, anaerobic digestion, waste, etc.) 	
<ul style="list-style-type: none"> • Noise and light pollution 	
<ul style="list-style-type: none"> • Citizen science 	
<ul style="list-style-type: none"> • Ground and surface water preservation and protection 	
<p>4.0 Issues of Interest</p>	
<p>The committee will continue to monitor the following issues as prioritized by current events:</p>	
<ul style="list-style-type: none"> • Conservation Authority initiatives and activities, such as Carruthers Creek Watershed Plan Update and McLaughlin Bay Restoration Strategy. 	
<ul style="list-style-type: none"> • Provincial planning initiatives. 	
<ul style="list-style-type: none"> • Oak Ridges Moraine. 	
<ul style="list-style-type: none"> • Regional Official Plan Amendment applications. 	
<ul style="list-style-type: none"> • Water – groundwater, surface water, watersheds. 	
<ul style="list-style-type: none"> • Transportation developments. 	
<ul style="list-style-type: none"> • Waterfront protection and development. 	
<ul style="list-style-type: none"> • Nuclear Energy Management 	
<ul style="list-style-type: none"> • Future airport lands. 	
<ul style="list-style-type: none"> • Rouge National Urban Park. 	
<ul style="list-style-type: none"> • Urban forest/naturalization strategies. 	
<ul style="list-style-type: none"> • Trails. 	
<ul style="list-style-type: none"> • Energy from Waste Facility. 	

Meeting Schedule

Due to the Committee's workload, DEAC will schedule 9 meetings for 2021. 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 2021 meeting schedule is as follows:

- January 21, 2021
- February 18, 2021
- March 11, 2021
- April 15, 2021
- May 20, 2021
- June 17, 2021
- September 16, 2021
- October 21, 2021
- November 18, 2021



Durham Environmental Advisory Committee (DEAC)

Terms of Reference

Revised ~~March 2020~~ February 2021

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~~ 3-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.
- 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, 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. 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 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. 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 **accepted into, or** enrolled **in a** 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 **10**, 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: #2021-P-4
Date: February 2, 2021

Subject:

Durham Active Transportation Committee 2020 Annual Report and 2021 Workplan

Recommendation:

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

- A) That Commissioner's Report #2021-P-4 be received as the Durham Active Transportation Committee's 2020 Annual Report;
 - B) That the Durham Active Transportation Committee's 2021 Workplan be approved, as outlined in Attachment 1, to Commissioner's Report #2021-P-4;
 - C) That the changes to the Durham Active Transportation Committee Terms of Reference be approved, as outlined in Attachment 2, to Commissioner's Report #2021-P-4; and
 - D) That a copy of Commissioner's Report #2021-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.

- 1.2 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.
- 1.3 This Report:
 - Summarizes the key DATC 2020 activities;
 - Presents the DATC 2021 Workplan; and
 - Identifies ToR amendments.

2. Previous Reports and Decisions

On March 3rd 2020, the DATC 2019 Annual Report and 2020 Workplan ([Report #2020-P-4](#)) was presented at the Planning and Economic Development Committee meeting and approved.

3. 2020 Annual Report

- 3.1 The DATC Committee is comprised of eight citizen volunteers, one from each area municipality, one Council Representative and one Council Alternate, who bring different perspectives and active transportation-related experiences. Membership is 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).

Major Activities

- 3.2 The role of the DATC is to advise the Region of Durham on matters related to active transportation across Durham. The Committee also provides input on Regional initiatives, including its Active Sustainable School Travel (ASST) program and the Regional Cycling Plan Update (RCPU).

- 3.3 The DATC fulfilled its role and major activities in 2020 by:
- a. Receiving presentations and engaging in discussions on:
 - The RCPU, through a workshop session on its proposed vision, objectives, network priorities, and cycling strategies;
 - Waterfront cycling routes around Great Lakes and the Greenbelt;
 - E-Mobility and the potential development of an e-mobility bylaw; and
 - The Active Sustainable School Travel (ASST) planning in Durham Region.
 - b. Providing advice and investigating various Regional issues, including:
 - Advocating pedestrian and cycling safety, leading a pedestrian interval pilot and providing opinion on walk signal automation at Regional traffic intersections and the implementation of automated speed enforcement units and red-light cameras;
 - Raising awareness on micro-mobility issues such as e-bikes and their use on trails and roads in the Region; and
 - Commenting on the challenges of winter maintenance of sidewalks and pathways, and the need for synchronization between area municipalities to deliver this service.
 - c. Establishing a Sub-Committee to focus on investigating signage at crossroad intersections, trail crossings and multi-use pathways.

4. 2021 Workplan

- 4.1 The 2021 DATC 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 ASST programs in municipalities where it exists, and the Region's Vision Zero initiative;
 - b. **Infrastructure:** Providing advice on the advancement of active transportation initiatives as outlined in the Region's 2017 Transportation Master Plan, including the 2020 Regional Cycling Plan Update (RCPU), and coordination with area municipal cycling plans; and
 - c. **Communications and Advocacy:** Ensuring a consistent and open channel for active transportation communication amongst municipalities and other partners.

5. Terms of Reference

- a. The DATC is guided by Council approved Terms of Reference (ToR), which outline the goals, mandate and scope of activities for the DATC Committee. The DATC ToR was last updated on September 5, 2018 ([Report #2018-COW-159](#)).
- 5.2 On December 10th 2020, the DATC identified the need for minor housekeeping amendments to its ToR as shown in Attachment 2.

6. Conclusion

- 6.1 The DATC was active in supporting Regional active transportation initiatives and providing advice to the Region of Durham throughout 2020. Members should be commended for the time and commitment they have invested in the activities of the Committee and in helping to improve active transportation across the Region. Anthony Caruso acted as the Planning and Economic Development Department staff liaison.
- 6.2 It is recommended that:
- a. This report be received as the DATC's annual report on its 2020 activities;
 - b. The 2021 DATC Workplan be approved (Attachment #1);
 - c. The updated Terms of Reference be approved (Attachment #2); and
 - d. A copy of this report be forwarded to the Durham Active Transportation Committee, Conservation Authorities, and the Area Municipalities.

7. Attachments

Attachment #1: DATC 2021 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) 2021 Workplan

Scope of Activities

The following areas of Active Transportation (AT) will act as a guideline for the DATC Committee's work throughout the year. Many of the initiatives are ongoing, but those that can be substantially achieved in 2021 have been identified:

Sustainability

1. Recognize and advance AT activities related to reducing greenhouse gas emissions in the Region of Durham. (ongoing)

Cycling Safety and Education

2. Provide advice on the identification and implementation of programs, which encourage public awareness and education on 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. (ongoing)
3. Provide input and support for Active & Safe Routes to Schools, also known as Active Sustainable School Travel (ASST), in some jurisdictions. (ongoing)
4. Promote the use of AT in the Region, especially the important role that it plays in connecting people to transit. (ongoing)
5. Recognize the differing AT needs of commuters and recreational users within the urban and rural areas. (ongoing)

Infrastructure

6. 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. (ongoing)
7. 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 2017 Durham Transportation Master Plan, including providing input on the 2020 Regional Cycling Plan Update. (ongoing)

8. Assist in updating and implementing the Regional and Area Municipal Cycling Plans. This includes assisting in the planned update to the Regional Cycling Plan (RCP). (2020-2021)

Communications and Advocacy

9. Coordinate efforts to advance the shared goals of the various area municipal AT committees. (ongoing)
10. Collaborate with partners on AT initiatives occurring at all government levels, including: Lake Ontario Waterfront Blueway, Waterfront Regeneration Trust, Smart Mobility Durham, the Active and Sustainable School Travel program, the Greenbelt Route and Public Health. (ongoing)
11. Provide advice to Regional Council on legislative matters, programming, and policies from all levels of government related to AT. (ongoing)
12. Identify and advance initiatives to improve communication and collaboration between the Region and the eight area municipalities' Active Transportation Committees. (ongoing)
13. Provide advice on AT matters related to Vision Zero initiatives and mid-block crossings to improve safety on Regional infrastructure. (ongoing)

2021 Meeting Dates

- March 11, 2021
- June 10, 2021
- September 16, 2021
- December 9, 2021



Durham Active Transportation Committee (DATC)

Terms of Reference

Revised ~~September 2018~~ February 2021

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, **which includes first and last mile 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 jurisdiction~~;
 - 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 Durham, 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 delegate **delegation** must submit a request to ~~the staff liaison~~ 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.** 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 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 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 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: #2021-P-5
Date: February 2, 2021

Subject:

Smart Commute Durham 2020 Progress Report and 2021 Workplan

Recommendation:

That the Planning and Economic Development Committee recommends:

That this report be received for information.

Report:

1. Purpose

1.1 The purpose of this report is to provide an overview of Smart Commute Durham's (SCD) progress for 2020 and the 2021 Workplan. Understandably, the COVID-19 pandemic impacted the delivery of SCD program in 2020; however, the program is flexible and a number of positive outcomes were achieved.

2. Background

2.1 In 2008, the Smart Commute Durham program was established and currently consists of 31 member organizations representing approximately 22% of Durham's workforce.

2.2 Smart Commute Durham is a transportation demand management (TDM) program intended to enhance sustainable transportation options through walking, cycling, public transit, carpooling and other strategies, and enable more effective and efficient use of existing transportation infrastructure. SCD helps reduce travel

times, vehicle emissions and congestion on the Region's transportation network by promoting and encouraging a mix of travel modes, and by shifting of travel times away from peak periods during the day.

3. 2020 Progress Report

3.1 The COVID-19 pandemic significantly impacted Regional commuter travel patterns and behaviours. As a result, the SCD program timelines, campaigns and member level services were paused in Q1 and Q2.

3.2 In May 2020, staff conducted a [COVID-19 Travel Behaviour Survey](#) to better understand how the pandemic influenced people's travel perceptions and behaviours in Durham Region and parts of the GTHA. The survey revealed that 84% of respondents travel behaviour changed as a result of the pandemic, and that there was a decline in the number of trips by all modes except for cycling trips, which increased by 4%.

3.3 The result of the COVID-19 Travel Behaviour Survey assisted staff in developing a restoration plan to adapt current practices. The following SCD program activities were achieved in the latter half of 2020:

- Staff delivered TDM campaigns and events by offering virtual engagement opportunities instead of traditional, in-person events for Bike Month and Walktober to comply with public health measures.
- In September 2020, Bike Month was delivered in the Fall. A total of 215 people participated in Bike Month, which helped to raise awareness of Vision Zero road safety measures and increased the profile of Regional active transportation initiatives such the Regional Cycling Plan Update.
- In October 2020, three self-guided walking tours were held for Walktober in coordination with area municipalities, where SCD members and the public were provided an opportunity to participate in a series of self-guided walking tours, which promoted sustainable travel and a healthy lifestyle.
- SCD established a new ride matching and trip tracking tool to help people find an optimum commuting mode to their workplace. The trip tool will be launched in Q2/Q3 of 2021 and a series of campaigns and promotions will be coordinated with other regional partners to encourage Smart Commute Durham members to sign up and start using the tool.

4. 2021 Workplan

- 4.1 SCD workplan has been adapted to be flexible in response to the impacts of COVID-19 and assist with the potential transition to more normalized travel behaviour patterns, over the course of the year.
- 4.2 The following key SCD initiatives are planned for 2021 (see Attachment #1):
- Updating monitoring and evaluation methods to respond to the changing needs of members including more robust data collection for calculating Greenhouse Gas Emissions (GHGs) to measure the environmental footprint of employee commuting;
 - Creating new resources including graphics, templates, and communications materials to establish a stronger Durham-led SCD program identity; and
 - Developing tailored promotional materials, campaigns and events to help encourage more people to use sustainable modes of transportation. These will be adapted to reflect different commuting patterns and needs as a result of the pandemic.

5. Previous Reports and Decisions

- 5.1 On March 6th 2020, the 2020 Workplan was presented and approved by the Planning and Economic Development Committee ([Report #2020-INFO-16](#)).
- 5.2 On June 2nd 2020, a recommendation report ([Report #2020-P-10](#)) was presented and approved by the Planning and Economic Development Committee that authorized the Commissioner of Planning and Economic Development to enter into a Memorandum of Understanding (MOU) with other GTHA municipalities to continue the Smart Commute Durham program.
- 5.3 On September 11th 2020, a COVID-19 Travel Behaviour Survey Summary ([Report #2020-INFO-84](#)) was submitted to the Planning and Economic Development Committee for information.

6. Relationship to Strategic Plan

- 6.1 SCD aligns the following strategic goals and priorities in the Durham Region Strategic Plan:
- a. Environmental Sustainability: By helping to reduce single use automobile travel, SCD helps to protect the environment for the future and serves to demonstrate leadership in sustainability and addressing climate change.

7. Conclusion

7.1 Smart Commute Durham is a key component of the Region's TDM efforts and forms a part of Durham's Transportation Master Plan. As the Region transitions to more normalized travel behaviour patterns over the course of the year, commuters can continue to look to the Region's Smart Commute program when it comes to delivering and supporting sustainable transportation options.

8. Attachments

Attachment #1: Smart Commute 2021 Workplan

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

The following section summarizes the various initiatives planned for Smart Commute Durham (SCD) for 2021 and provides details and information about each initiative / component identified in the workplan.

The listed program initiatives support Direction #5 in the TMP to promote sustainable travel choices and actions. They also assist the goals identified in sections 7.4 of the TMP and Actions 70, 71, 74 and 75.

Programs, Campaigns and Events:

#	Event / Campaign / Program	Rationale	Timeline
1.	<p>Winter Commute Week Promote sustainable commuting options.</p>	<ul style="list-style-type: none"> Smart Commute Durham (SCD) holds events throughout the year. Encouragement events are a relatively low-cost Transportation Demand Management (TDM) tactic for encouraging behaviour change. Events can help build awareness of commuting options and give people the opportunity to experience fun, enjoyable and social aspects of alternatives to single occupant vehicle travel. It is also necessary to ensure consistency with other Regional governments, who are also holding these events. 	Q1
2.	<p>Bike Month Encourage and promote recreational and utilitarian cycling in Durham Region by hosting a variety of in-person and virtual events.</p>	<ul style="list-style-type: none"> Provide incentives and information on cycling in Durham to encourage more people to use active transportation to commute to and from work. 	Q2

#	Event / Campaign / Program	Rationale	Timeline
3.	<p>Walktober Promote walking as a viable mode of transportation by hosting in person and /or virtual events.</p>	<ul style="list-style-type: none"> Provide incentives and information on the benefits of walking to encourage more people to use active transportation modes to commute to and from work, school and get around their community. 	Q4
4.	<p>Additional SCD Member Level Events (Smart Commute Month, Winter Commute Week, Carpool Week, Try-transit week) Partner with regional leads to co-create and lead different themed events each quarter to promote sustainable transportation.</p>	<ul style="list-style-type: none"> Smart Commute holds events throughout the year, and it is important to maintain this service level. It is also necessary to ensure continuity with other regional governments, who are holding these events and can help with engagement and attraction of new members. 	Q1, Q2, Q3, Q4
5.	<p>Workplace Training and launch of new SmartTripsON Tool Encourage Regional staff from Planning and Economic Development to participate in beta testing of the tool before it is formally launched to broader Smart Commute Durham (SCD) member organizations. Promotional and educational materials will also be developed to promote the tool and explain basic functions and how to use the tool.</p>	<ul style="list-style-type: none"> SmartTripsON, SCD's new commute trip planning and carpool ride matching app, will be launched in Q1 of 2021 for the benefit of SCD members. Internal beta testing will take place with staff from Planning and Economic Development prior to launch to refine the tool and understand if additional resources or information should be developed for new users. 	Q1

#	Event / Campaign / Program	Rationale	Timeline
6.	<p>SmartTripsON Tool promotional campaign Promotional campaign to encourage SCD member organizations to sign up and use the new tool.</p>	<ul style="list-style-type: none"> A promotional campaign will be developed to encourage SCD members to sign up, log their trips, and will highlight the features and benefits of the tool. Prize incentives will be used to promote engagement. The launch will occur alongside Winter Commute Week to widen engagement opportunities with the program overall. 	Q1
7.	<p>SCD Custom Projects and Consulting Services Planning to deliver 1-2 custom projects in 2020. Potential projects include: bike repair stations; Commuter lot marketing; Emergency Ride Home pilot; Drive to 5 pilot.</p>	<ul style="list-style-type: none"> Custom projects help encourage and support sustainable commuting and can be tailored to the needs of each business. 	Q2, Q3, Q4
8.	<p>Bike Lending Program at Regional Headquarters Encourage lunchtime cycling at Regional HQ from April to October when the program is operational.</p>	<ul style="list-style-type: none"> Alignment with Regional TDM goals by providing opportunities for cycling to staff who may be unable to ride to work. 	Q2, Q3
9.	<p>Smart Commute Awards Ceremony Celebrate and showcase the accomplishments of the SCD program and its members.</p>	<ul style="list-style-type: none"> It is important to showcase and recognize the accomplishments of members to encourage continued participation in the program. Existing members have expressed their appreciation of events like the awards ceremony and scorecards. 	Q4

Promotion and Outreach:

#	Outreach /Promotional Opportunity	Rationale	Timeline
1.	<p>Increase Membership Increase SCD membership Possible new members could include: All Ages and Abilities Centre, Durham Live, United Way Durham.</p>	<ul style="list-style-type: none"> Increasing membership helps to promote and expand SCD awareness and encourages more people to commute sustainably. 	<p>Q1, Q2, Q3, Q4</p>
2.	<p>Develop new promotional materials Create and distribute one-pagers to potential new members to explain the benefits of participating in the program and services we offer to SCD member organizations.</p>	<ul style="list-style-type: none"> The program has changed since it began in 2008. It is important to update and tailor promotional materials to different audiences to increase outreach of the program. 	<p>Q1, Q2, Q3, Q4</p>
3.	<p>Public Engagement and Promotion of Smart Commute Durham Program Attend public events each and table at key locations throughout the year to promote Smart Commute and other Smart Mobility Durham programs to educate the public and generate awareness of programming by meeting people where they are.</p>	<ul style="list-style-type: none"> Continuing to expand outreach of the program at key events and locations like farmers markets and festivals is one way to attract new SCD members while continually widening program participation. 	<p>Q2, Q3, Q4</p>

#	Outreach /Promotional Opportunity	Rationale	Timeline
4.	<p>Expand the reach of Transportation Demand Management (TDM) programming to support broader regional priorities and goals including:</p> <ul style="list-style-type: none"> • school travel planning; • community based TDM; • station access and transit integration; • construction mitigation; and development applications 	<ul style="list-style-type: none"> • Helps to integrate and align SCD objectives with other broader goals and priorities of the region. • Integrate TDM measures as part of the development review and approvals process (including MTSAs) through the creation and application of a TDM checklist. 	Q3, Q4

Funding and Resource Support:

#	Funding / Resource Support	Rationale	Timeline
1.	<p>Seek Grants for 2020 and Beyond Fund Smart Commute Durham custom projects for 2020 and beyond.</p>	<ul style="list-style-type: none"> • Securing grants can help members fund and implement tailored programs and infrastructure, such as bicycle repair stations, that promote and encourage sustainable commuting. 	Q1, Q2

#	Funding / Resource Support	Rationale	Timeline
2.	<p>Branding Guidelines, Graphics and Templates</p> <p>Create branding guidelines and new graphics to help create a strong, consistent and recognizable brand of the program now that Metrolinx is no longer leading or funding the program.</p> <p>New graphics and resources could include:</p> <ul style="list-style-type: none"> • Letterhead; • PowerPoint presentation template • Report template • Snapshot reporting info graphic • Walktober and Bike Month logos • Brochure template of the program and what it offers 	<ul style="list-style-type: none"> • The program has changed since it began in 2008. It is important to update and tailor our promotional materials to continually widening audiences while still being consistent and true to the brand to help increase membership and reach of the program. 	Q1, Q2, Q3, Q4

Monitoring and Evaluation:

#	Activity	Rationale	Timeline
1.	Smart Commute Annual Member Meetings and Scorecard designation	<ul style="list-style-type: none"> • Allows for annual in-person discussions with member businesses to address unique concerns and help with familiarization with unique site characteristics. The 	Q1

#	Activity	Rationale	Timeline
	Meet with businesses in the first quarter to discuss Smart Commute outlook for the year and scorecard designation (gold, silver, bronze, etc.)	scorecard and designation helps member organizations monitor their progress and set targets and goals throughout the year.	
2.	<p>Annual Survey</p> <p>Complete 1 annual survey across the Smart Commute Durham network. Short pulse check surveys will be distributed throughout the year to monitor and evaluate specific components of the program.</p>	<ul style="list-style-type: none"> Surveys keep track of program statistics and successes that can help identify barriers and potential solutions to sustainable commuting options. Surveys can also help track Green House Gas emissions and reductions (GHGs). 	Q4
3.	<p>Carpool Management and Bike Lending Program at Regional Headquarters</p> <p>Continue the carpool management program and monitor the Bike Lending Program at Regional Headquarters.</p>	<ul style="list-style-type: none"> Allows for a better understanding of carpool behaviours, and potential for greater enforcement of carpool-only spaces. Helps monitor success of bike lending program to identify any barriers or additional supports that may be required. 	Q1, Q2, Q3, Q4
4.	<p>Develop new evaluation criteria and measurements to monitor the effectiveness of the program</p> <p>Complete an evaluation exercise to assess current criteria and tools used to measure program effectiveness</p>	<ul style="list-style-type: none"> Previous data collection measures and criteria were established by Metrolinx. The evaluation measures and criteria should be further assessed, and new criteria and measures should be developed to better reflect and respond to the needs of Durham's program. 	Q3, Q4

#	Activity	Rationale	Timeline
	and refine the criteria and processes as needed.	<ul style="list-style-type: none"> • Can help us track and report on how we address TDM and encourage non-automobile modes of travel through our review of development applications. 	