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The Regional Municipality of Durham Report

To: Planning and Economic Development Committee
From: Commissioner of Planning and Economic Development
Report: #2023-P-16
Date: June 6, 2023

Subject:

Durham Agricultural Advisory Committee Terms of Reference and 2023 Workplan,
File:C07-02

Recommendations:

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

- A) That the Durham Agricultural Advisory Committee's 2023 Terms of Reference be approved, as outlined in Attachment 1, to Commissioner's Report #2023-P-16;
 - B) That the Durham Agricultural Advisory Committee's 2023 Workplan be approved, as outlined in Attachment 2, to Commissioner's Report #2023-P-16;
 - C) That a copy of Commissioner's Report #2023-P-16 be forwarded to the Durham Agricultural Advisory Committee, the Durham Federation of Agriculture, the Golden Horseshoe Food and Farming Alliance and the Area Municipalities.
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Report:

1. Purpose

- 1.1 The Durham Agricultural Advisory Committee (DAAC) is required to prepare a proposed Workplan for the coming year and when necessary, recommend revisions to the Terms of Reference (ToR), for consideration and approval of the Planning and Economic Development Committee and Council.

- 1.2 The purpose of this report is to present the proposed DAAC ToR and 2023 Workplan.

2. Previous Reports and Decisions

- 2.1 In April 2023, Council considered DAAC's membership appointments for the 2023-2026 term through report [#2023-P-11](#).
- 2.2 In January 2023, Council considered DAAC's 2022 Annual Report through report [#2023-P-3](#).
- 2.3 In January 2022, Council considered DAAC's 2021 Annual Report and 2022 Workplan through Commissioner's Report [#2022-P-3](#).

3. Terms of Reference

- 3.1 DAAC is guided by Council approved ToR. The ToR outlines the goal, mandate and scope of activities for the Committee (Attachment 1).
- 3.2 DAAC has proposed to add one member to the Committee that would represent the Durham Farm Fresh Marketing Association. The Durham Farm Fresh Marketing Association is a not-for-profit membership-based organization established in 1993. Durham Farm Fresh is involved in local food marketing, local agricultural fairs, local food events, signage, and education and training. Following approval of the proposed membership structure by Regional Council, staff will reach out to Durham Farm Fresh to request they nominate an individual to represent their Association on DAAC. The nomination will be brought forward to Planning and Economic Development Committee and Council for approval in the fall.
- 3.3 DAAC already includes a member that is appointed to represent the Durham Region Federation of Agriculture (DRFA). DRFA is one of 51 county and regional federations supported by the Ontario Federation of Agriculture across the province. DRFA represents the voice of agriculture in the local community and advocates on behalf of farm families in Durham on local agricultural issues.

4. 2023 Workplan

- 4.1 The proposed 2023 DAAC Workplan (Attachment 2), 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 2023 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.

5. Relationship to the Strategic Plan

- 5.1 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.

6. Conclusion

- 6.1 It is recommended that:
 - a. The proposed 2023 DAAC Terms of Reference be approved (Attachment 1) with the addition of a new Committee member to represent the Durham Farm Fresh Marketing Association;
 - b. The proposed 2023 DAAC Workplan be approved (Attachment 2); 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 and the Area Municipalities.

7. Attachments

Attachment #1: Proposed 2023 DAAC Terms of Reference

Attachment #2: Proposed 2023 DAAC Workplan

Respectfully submitted,

Original signed by

Brian Bridgeman, MCIP, RPP, PLE
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

Terms of Reference

May 2023

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 seventeen members in total, as follows:

- Fourteen (14) members will be private individuals who do not represent their respective employers or advocacy groups in their capacity as a DAAC member. Of these fourteen members, eleven 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.
- One (1) member representing the Durham Region Federation of Agriculture who is a bona fide farmer directly involved in the agricultural industry.
- One (1) member of the Planning and Economic Development Committee whose role is to act as liaison.
- One (1) member representing the Durham Farm Fresh Marketing Association.

4.2 Membership shall correspond with the term of Regional Council. However, members shall continue to serve until their replacements are appointed by Regional Council. If a member chooses to resign, the Region will seek a replacement in accordance with Section 5.

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

5. Membership Selection

5.1 For regular members, Durham Region will place an advertisement seeking individuals interested in volunteering for appointment to the DAAC. Interested individuals will be required to submit an application form to the Regional Clerk outlining their interest and qualifications.

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.

- 5.2 The Regional Planning and Economic Development Department will review the applications received. Applications from qualified applicants will be forwarded to the respective area municipality with a request that the local Council nominate one representative from the applicants who are bona fide farmers directly involved in the agricultural industry. The Regional Planning and Economic Development Department, from the remaining applications received, will nominate three additional members at large who are bona fide farmers; and three members at large who are not directly involved in the agricultural industry, to bring the regular member complement to fourteen.
- 5.3 In nominating members to the DAAC, 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. Regard shall also be given to residency within the Region and availability to attend meetings. All residents of Durham Region are eligible for membership. An elaboration of the selection criteria is provided in Appendix 1 of the Terms of Reference.
- 5.4 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.
- 5.5 The Regional Planning and Economic Development Department will formally request the Durham Farm Fresh Marketing Association (DFF) to nominate one person to represent the DFF.
- 5.6 All members of the DAAC shall be appointed by the Regional Planning and Economic Development Committee and Regional Council.
- 5.7 Regional Council shall appoint a representative and an alternate to the DAAC from the members of the Planning and Economic Development Committee.
- 5.8 In the case of a vacancy, the approach described in Section 5 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 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 staff liaison will provide administrative, procedural and technical support to the DAAC.

- 7.2 The staff liaison will co-ordinate all requests for advice from the DAAC, through meeting agendas. DAAC responses to such requests shall be co-ordinated by the staff 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 Regional Council and the Planning and Economic Development Committee. Special meetings may be held at the call of the Chair.
- 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 for DAAC meetings shall be 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 Regional Clerk.
- 10.2 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 Regional 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

- 1.1 Members should reside in Durham Region. Where a person who resides in Durham cannot be found, a farmer who owns land in Durham Region may be substituted.

2. Agricultural Expertise and Knowledge

- 2.1 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

- 3.1 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

- 4.1 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.



DURHAM AGRICULTURAL ADVISORY COMMITTEE (DAAC) 2023 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.
- Durham Regional Official Plan Implementation.
- Provincial land-use planning policies, plans and regulations.
- Implementation of the Regional Broadband Strategy.
- Ongoing implementation of the Agricultural Sector Climate Adaptation Strategy.
- Regional Cycling Plan Update.
- Growing Agri-Food Durham implementation.
- Growing North Durham Plan implementation.

2. Communicate/Outreach/Educate

a. Host the 2023 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 partners whose mandate may impact the agricultural community; including the educational sector to understand opportunities and challenges of the agri-food industry;
- highlight the diversity of agriculture in Durham Region and the economic benefits across the agri-food value chain to support the broader Regional economy.

b. Deliver Agriculture 101 Training to Local Municipal Councils.

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

- d. Encourage participation of the Durham agricultural youth organizations.
- e. Investigate other outreach opportunities as they arise.
- f. 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.
- g. Continue to establish a working relationship with the Durham Environment and Climate Change Advisory Committee and other Regional Committees.

3. Economic Development and Tourism

- a. Provide advice and feedback to staff on economic development and tourism activities pertaining to support and growth of the agri-food industry.
 - On an annual basis, assist with identifying priority projects that align with activities identified in the Growing Agri-Food Durham Plan (e.g. supporting the development of on-farm diversification, implementing a Food Processing Business Retention and Expansion Project).
 - Identify emerging trends and opportunities to grow the agri-food industry in Durham.
- b. Support the implementation of the Growing Agri-Food Durham Action Plan, the Local Food BRE Action Plan and Growing North Durham Plan.

4. Issues of Interest

- Federal Pickering airport lands.
- Federal Oshawa Port.
- Federal policies effecting agriculture (tariffs, carbon tax, etc.)
- Alternative energy (e.g. solar farms, biomass, wind).
- Farm safety.
- Municipal, Provincial and federal legislation and policy affecting agriculture (e.g. species at risk, provincial land use plans).
- Commercial fill, excess topsoil and excess soil
- Aggregate matters, including aggregate pit rehabilitation.
- Implementation of source water protections plans.
- Farmland assessment and taxation.
- Farm animal health and wellness (e.g. DRPS, Avian Influenza).
- Natural Heritage System protection and construction of new farm infrastructure.
- Minimum Distance Separation formulae.
- Water and wastewater 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.
- Local food strategy.
- Agricultural training and employment, through continued work with the Durham Workforce Authority, 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).
- Rouge National Urban Park.
- Clean Fuel Standards.
- Supportive agri-business in Durham, addressing local agri-food supply chain gaps.

5. Meeting Schedule

- a. DAAC has scheduled 5 regular meetings for the remainder of 2023. 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.

- June 13, 2023
- September 12, 2023
- October 10, 2023
- November 14, 2023
- December 12, 2023