

For Information

DATE: April 12, 2012

REPORT TITLE: **TERMS OF REFERENCE FOR A JOINT LAND EVALUATION AND AREA REVIEW (LEAR) AND MINIMUM DISTANCE SEPARATION (MDS) STUDY OF AGRICULTURAL LANDS IN THE REGION OF PEEL AND TOWN OF CALEDON**

FROM: Norma Trim, Chief Financial Officer and Commissioner of Corporate Services

OBJECTIVE

This report is to inform Regional Council of the proposed Land Evaluation and Area Review (LEAR) that is being undertaken jointly with the Town of Caledon to review the identification of prime agricultural lands in the Region of Peel and the application of Minimum Distance Separation (MDS) policies. The study also proposes to develop guidelines to better integrate and buffer existing agricultural operations from non-farm uses.

REPORT HIGHLIGHTS

- Land Evaluation and Area Review (LEAR) is a provincial methodology that serves as the standard for the identification and refinement of prime agricultural areas by municipalities.
- The LEAR will enable the Region to update its agricultural mapping during the next Regional Official Plan Review.
- The LEAR and Minimum Distance Separation (MDS) study will ensure the Regional Official Plan is consistent with provincial guidance for the identification of prime agriculture areas and application of MDS formulae.
- The LEAR and MDS study will provide information to inform Regional comments during provincial reviews of the Provincial Policy Statement, and MDS.

DISCUSSION**1. Background****a) Land Evaluation and Area Review (LEAR)**

Developed by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) in 1997, a LEAR serves as the provincial standard for the identification and refinement of prime agricultural areas by municipalities. LEAR is an assessment which, in addition to the Canada Land Inventory (CLI) soil capability to identify prime agricultural lands, allows other regionally based physical and social-economic factors to be considered (examples given: farm infrastructure, contiguous agricultural areas, conflicting land uses, current production). Selected factors are scored, weighted and applied to land parcels

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within a study area to produce a 'recommended' identification or refinement of prime agricultural areas.

b) Minimum Distance Separation (MDS)

Minimum Distance Separation (MDS) formulae are a planning method that separates new or expanding livestock barns or manure storage from new or expanding non-farm uses (example given: residents) as a means to address odour. It does not separate based on other normal farm practices (examples given: dust, noise).

MDS is a provincial policy that is implemented through the Region of Peel and Town of Caledon's Official Plan policies and the Town of Caledon's zoning by-laws.

c) Study Need

Agricultural policies in the Region of Peel Official Plan were recently updated during the Peel Region Official Plan Review (PROPR) through Regional Official Plan Amendment (ROPA) 21B (Agriculture & Natural Heritage) and ROPA 24 (Greenbelt). During this process, Region and Town of Caledon staff identified the potential future need to update the identification of prime agricultural areas in the Region. The current Region Official Plan agricultural boundaries were identified based on CLI soil capacity mapping and was adopted by Regional Council in 1996. Since this time the province has developed the LEAR methodology for use by municipalities to review and update their agricultural designations.

The Region will need to plan for growth to 2031, not all of which will be accommodated within existing urban boundaries. Growth will require expansion into rural and agricultural areas which can vary in terms of their value for productivity and capability for agriculture.

The Region and Town of Caledon's review of prime agricultural areas will ensure that the lands with the highest potential for agriculture will be identified and protected. It will enable growth to be directed towards lands with lower agricultural priority. The analysis of prime agricultural areas through a LEAR will also help to evaluate and better inform decisions on non-farm land uses in prime agricultural areas.

The study results will provide background information for potential mapping updates to the Region and Town of Caledon's Official Plans. If mapping amendments are recommended, these could be incorporated in the Regional Official Plan through the next five year review.

The study will also review the application of the MDS formulae in the Town of Caledon to ensure that this policy is effective. The study will address comments received from the agricultural community that the MDS policies are restricting future opportunities for existing operations. Research results will lead to the development of planning guidelines to mitigate urban and rural non-farm impacts on existing agricultural operations. Research results from this study component will also be used to inform Regional comments on the next 5 year provincial review of MDS policies and guidelines.

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2. Region of Peel and Town of Caledon Joint LEAR and MDS Study

This study addresses the policy direction in Section 3.2.2.18 and Section 7.6.2.17 of the Region of Peel Official Plan:

Section 3.2.2.18

Investigate with the area municipalities, the challenges and emerging needs of near urban agriculture including: complaints about non-farm residents about farm practices; problems regarding the movement of farm equipment on congested roads; the adequacy of infrastructure; farm parcel size; the shortage of rental land or lack of affordable land to purchase; and trespassing.

Section 7.6.2.17

Undertake jointly with the Town of Caledon, a Land Evaluation Area Review (LEAR) to review the identification of prime agricultural areas and to help ensure the protection of the Prime Agricultural Area for long-term use for agriculture and to undertake research with the Town to review and assess the application of the Minimum Distance Separation (MDS) formulae in Peel.

3. Consultation on the Terms of Reference

To develop the Terms of Reference, Region and Town staff consulted on the Scope of Work for this undertaking. This included consultation with Town of Caledon, City of Brampton and City of Mississauga staff, the Peel Agricultural Advisory Working Group (PAAWG), the Peel Federation of Agriculture (PFA), Peel Soil and Crop Improvement Association (PSCIA), the Ontario Ministry of Municipal Affairs and Housing (MMAH) and OMAFRA.

4. Proposed Direction

a) Study Area

The study area includes all of the Prime Agricultural Area designated in the Regional Official Plan and the Prime Agriculture, General Agriculture and Rural Areas designated in the Town of Caledon Official Plan. Further refinement to the study area may occur after the preliminary assessment. The study area will not include agricultural and rural areas that were previously evaluated on a site specific basis and excluded from the Prime Agricultural Area.

b) Timeline

The LEAR and MDS study will be completed in a series of stages over a one year timeframe beginning in the summer of 2012.

c) Consultation

Consultation is necessary throughout this process to gain input and direction for the studies at key phases. Region and Town of Caledon staff will oversee this as a joint Project Management Team.

To obtain input from the agricultural community, PAAWG will be consulted as well as the PFA and PSCIA who are active and interested groups in Peel Region.

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An agency advisory group will be established with staff that has specific expertise and involvement in agricultural programs from the provincial ministries of MMAH and OMAFRA, Toronto and Region Conservation (TRCA) and Credit Valley Conservation (CVC).

The Technical Advisory Committee (TAC) is an existing working group of senior policy planning staff in the Region. TAC will enable formal participation in the study by Town of Caledon, City of Brampton and City of Mississauga staff.

A stakeholder workshop and a public open house will be held during the course of the study. Region and Town of Caledon Council's will be presented with the study findings and recommendations before its finalization.

CONCLUSION

The Region of Peel and the Town of Caledon recognize and value the contribution of the agricultural sector to the economy and cultural heritage of the Region. The protection of lands for long-term use for agriculture is of great importance to the Region of Peel and the Town of Caledon. This is consistent with the Provincial Policy Statement (2005), and goals of the Region of Peel and Town of Caledon's Official Plans.



Norma Trim
Chief Financial Officer
and Commissioner of Corporate Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Arvin Prasad, Director of Integrated Planning at extension 4251 or via email at arvin.prasad@peelregion.ca

Authored By: Melanie Williams 

c. Legislative Services

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TERMS OF REFERENCE

LAND EVALUATION AND AREA REVIEW (LEAR) STUDY & MINIMUM DISTANCE SEPARATION (MDS) REVIEW

PREPARED BY:
Integrated Planning Division
Region of Peel

and

Development Approval & Planning Policy Department
Town of Caledon

April 2012

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1.0 Background

The Region of Peel and the Town of Caledon recognize and value the contribution of the agricultural sector to the economy and cultural heritage of the Region. The protection of prime agricultural areas for long-term use for agriculture is of great importance to the Region of Peel and the Town of Caledon. This is consistent with the Provincial Policy Statement (2005), and goals of the Region of Peel Official Plan and the Town of Caledon Official Plan.

Peel Region is experiencing population and employment growth in the largely urbanized cities of Brampton and Mississauga, and in the Town of Caledon. Between 2006 and 2011, Peel's population increased 11.8% (from 1,159,455 to 1,296,814). The Growth Plan for the Greater Golden Horseshoe forecasts that by 2031 the Region's population will grow to 1.64 million with 870,000 jobs in Peel. Although much of the growth will occur within existing settlement areas, it is expected that not all of the future growth can be accommodated within existing urban boundaries, and that a portion of the growth will need to be accommodated within rural and agricultural areas. This growth places pressure on agricultural lands, contributing to the loss and fragmentation of farmland, and the intensification of rural-urban land use conflicts.

It is important that the Region of Peel and Town of Caledon review the designation of prime agricultural lands in the Region to ensure that lands with the highest potential for agriculture are identified and protected within contiguous designations.

The Province has also directed, through policies in the provincial Greenbelt Plan, that municipalities may amend their designations of prime agricultural areas and rural areas within the Greenbelt Plan's Protected Countryside designation. Such amendments are intended to be minor in nature with the sole purpose of rationalizing prime agricultural and rural area boundaries. This review will therefore include an assessment of lands within the Greenbelt to determine areas that could be designated as prime agricultural lands.

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed the Land Evaluation and Area Review System (LEAR), which is intended to serve as the provincial standard for the identification of prime agricultural areas by municipalities. LEAR is an alternative assessment which, in addition to the Canada Land Inventory (CLI) soil capability to identify prime agricultural lands, allows other regionally based physical and social-economic factors to be considered (i.e., drainage, size of property holding, farm infrastructure, ownership, conflicting uses and current production, etc.). It is intended that the provincial LEAR methodology will be utilized for the review of prime agricultural lands.

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Minimum Distance Separation (MDS) formula is a planning method that separates new or expanding livestock barns or manure storage from new or expanding non-farm uses (i.e., residents) as a means to address odour. It does not separate based on other normal farm practices (i.e., dust, noise, etc.). MDS is a provincial policy that is implemented through the Region of Peel and Town of Caledon's Official Plan policies and the Town of Caledon's zoning by-laws.

In response to these requirements, the Region of Peel has adopted the following policy direction in sections 3.2.2.18 and 7.6.2.17 of the Region of Peel Official Plan:

Section 3.2.2.18

Investigate with the area municipalities, the challenges and emerging needs of near urban agriculture including: complaints about non-farm residents about farm practices; problems regarding the movement of farm equipment on congested roads; the adequacy of infrastructure; farm parcel size; the shortage of rental land or lack of affordable land to purchase; and trespassing.

Section 7.6.2.17

Undertake jointly with the Town of Caledon, a Land Evaluation Area Review (LEAR) to review the identification of prime agricultural areas and to help ensure the protection of the Prime Agricultural Area for long-term use for agriculture and to undertake research with the Town to review and assess the application of the Minimum Distance Separation (MDS) formulae in Peel.

The Region and Town of Caledon's review of prime agricultural areas will ensure that the lands with the highest potential for agriculture will be identified and protected. It will enable new growth to be directed towards lands with lower agricultural priority. The analysis of prime agricultural areas through a LEAR will also help to evaluate and better inform decisions on non-farm land uses in prime agricultural areas.

The study results will provide background information for potential mapping updates to the Region and Town of Caledon's Official Plans. If mapping amendments are recommended, these could be incorporated in the Region Official Plan through the next five year review.

The study will also review the application of the MDS formulae in the Town of Caledon to ensure that this policy is effective. The study will address comments received from the agricultural community that the MDS policies are restricting future opportunities for existing operations. Research results lead to the development of planning guidelines to mitigate urban and rural non-farm impacts on existing agricultural operations. Research results from this study component will also be used to inform Regional comments on the next 5 year provincial review of MDS policies and guidelines.

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2.0 Objectives

In order to address these challenges, the Region of Peel working jointly with the Town of Caledon has identified a need to undertake a study to:

- I. Assess and rank the productivity of agricultural lands in the Region of Peel and Town of Caledon;
- II. Identify issues regarding the location of prime agricultural lands in contiguous designations within the Town and to differentiate these from rural (non-prime) lands;
- III. Determine soil types and agricultural resources, farming conditions and lot fragmentation;
- IV. Determine key social, economic and environmental features of the agricultural industry that should be protected through policy;
- V. Provide recommendations on the need for refinement of the Prime Agricultural Area in the Town of Caledon and Region of Peel; and
- VI. Review and assess the effect of current non-farm land use practices on adjacent existing farm operations and recommend guidelines to mitigate these impacts.

3.0 Study Area

The study area will include a review of all of the Prime Agricultural, General Agricultural and Rural Area lands designated in the Region of Peel and Town of Caledon Official Plans. Refinement to the study area may occur based on the LEAR methodology established by the study consultant. The study area will not include agricultural and rural areas that were previously evaluated on a site specific basis and excluded as prime agricultural area.

Prime Agricultural Area (PAA)

The Prime Agricultural Area in Peel Region generally has a Canada Land Inventory (CLI) Soil Capability for Agriculture rating of Class 1, 2 or 3, meaning that they have few constraints for agricultural production. Currently, the majority of lands in the southern part of the Town of Caledon are rated as CLI Class 1. Permitted uses include agricultural uses, high impact agricultural uses, agricultural-related commercial and industrial uses, secondary uses, direct farm marketing uses, and agri-tourism uses. In addition to the CLI classifications, certain lands support the local production and sale of market vegetables or fruits, and/or have specialized farm investments, such as greenhouses. The Prime Agricultural Area excludes existing settlement areas as identified in the Town of Caledon Official Plan.

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General Agricultural Area (GAA)

The General Agricultural Area has similar high capability for agriculture, but is more limited in area than the Prime Agricultural Area in Region of Peel's Official Plan or the Town of Caledon Official Plan. The Town of Caledon Official Plan's vision for the General Agriculture Area is similar to their Prime Agricultural Area. The General Agricultural Area permits a similar range of agricultural uses as the Prime Agricultural Area, but considers broader farm and non-farm rural economic development uses subject to meeting policy requirements.

Rural Area

The Rural Area is an important element in Caledon and is characterized by its open countryside, scenic vistas, built heritage resources and cultural heritage landscapes, agricultural activities and tourism and recreational activities. It has opportunities for limited institutional as well as rural economic development uses including tourism and intensive recreation.

4.0 Scope of Work

The vendor shall provide in their proposal a detailed outline of how they will undertake the following tasks.

Task 1 - LEAR Background Review

Review and assess relevant agricultural land evaluation and review literature, methods, policies, studies and other information related to undertaking a LEAR study. The background review will include a summary of various initiatives and strategies developed by other jurisdictions, including identification of issues and challenges.

Task 1 Deliverables

- Content for a discussion paper that will explain the relevant methodologies for undertaking a LEAR in the Region of Peel and Town of Caledon.
- Electronic copy of all documents cited in the discussion paper.

Task 2 - Review the Provincial LEAR for the Greenbelt Study Area

Review the "Greenbelt Study Area: Agricultural Land Evaluation and Area Review (LEAR)" completed by OMAFRA. Assess the evaluation units selected, threshold scoring utilized and mapping for the purposes of a background review of the Prime Agricultural Area in Peel Region. This review will include discussions with the Project Management Team (PMT) and Provincial staff (e.g., OMAFRA).

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Mapping for this component will be supplied by the Region of Peel and Town of Caledon.

Task 2 Deliverables

- The vendor will provide a written recommendation on how to undertake a more refined LEAR assessment for the identification of Prime Agricultural Areas.
- Content for a discussion paper summarizing the provincial LEAR results from Peel Region and how they were considered during the study.

Task 3 - Undertake Refined LEAR Assessment

Complete a LEAR assessment in accordance with OMAFRA's "Guide to the Land Evaluation and Area Review for Agriculture," (June 2002). The undertaking of this task will require significant consultation with Region of Peel and Town of Caledon staff, the Agricultural Advisory Committees noted in this Terms of Reference, the agricultural community in Peel and Provincial staff.

The methodology for the selection, weighting and scoring of factors should be clearly documented and developed with community and committee input. The vendor should expect to undertake a land use survey of the rural area and supplementary fieldwork to ensure that scoring is applied at the parcel fabric level of analysis or that an appropriate size of evaluation unit is selected. The LEAR is to be applied consistently across the study area so that all properties can be objectively evaluated using the same set of criteria.

Upon completion of scoring of evaluation units, threshold setting for decision making will be developed in consultation with the PMT, the Municipal Staff Technical Advisory Committee (TAC), Agricultural Advisory Committees (AACs) and Provincial staff. All of the process and decision making will be subject to public consultation and community input.

Task 3 Deliverables

- Consultation with the PMT, committees and the public.
- Completion of the LEAR study.

Task 4 - Undertake a Review of the Application of MDS Policy

The vendor will undertake a review of all current policies and practices with respect to the historical application of the MDS formulae in Ontario and Peel Region. This includes a review of the relevant background necessary for completing an analysis of the application of MDS policies and the mitigation of land use impacts affecting agricultural uses.

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The vendor will conduct interviews with relevant provincial, regional and municipal staff to identify issues, if any, with respect to the mitigation of encroaching rural non-farm and urban land uses adjacent to agricultural operations in Ontario and Peel Region. This task will include a review of existing terms of reference for completing agricultural impact studies within the Town of Caledon, and current policies and practices related to the implementation of study recommendations through the development approval process.

In conducting the assessment of policies and practices, the vendor will assess the degree to which existing agricultural operations are currently affected or constrained if operations were to expand in the future. Region of Peel and Town of Caledon staff will assist the vendor in scoping the work for this task.

Subject to staff and public input received on the assessment of MDS policy, determine if additional guidelines are needed to mitigate impacts to agricultural operations.

Task 4 Deliverables

A written analysis outlining:

- The historical application of MDS in Ontario and the Region of Peel.
- The degree to which the MDS formulae affects existing agricultural operations in Peel Region.
- Recommend if additional guidelines for the implementation of MDS policy are needed to mitigate impacts to agricultural operations in Peel Region.

Task 5 - Develop Guidelines to Mitigate Impacts to Agricultural Land Use

Subject to direction from the PMT following Task 4, the vendor will conduct background research, including information collected in Task 4, to identify recommended best practices for the mitigation of land use impacts affecting agricultural uses, including practices developed in other jurisdictions (e.g. British Columbia Ministry of Agriculture Guide to Edge Planning). The background review will include a summary of various initiatives and strategies developed by other jurisdictions, including identification of issues and challenges.

The vendor will then develop a suite of best practices and recommend guidelines to clarify how urban and rural non-farm impacts on existing agricultural operations can be mitigated. The guidelines should include a range of measures such as public education, agriculture compatible urban design, urban-side buffers and landscaping.

The vendor will document the range of mitigation approaches and develop detailed guidance with the direction of the Project Management Team (e.g., development

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phasing, site design including berming, buffers, fencing and planting for the screening of noise, dust, views and sprays from agricultural operations).

Task 5 Deliverables

- A review of best management practices, guidelines and policies in other jurisdictions to mitigating non-farm land use impacts to agriculture.
- A written report that provides recommended approaches and guidelines to mitigating urban and rural non-farm impacts to existing agricultural operations in Peel Region.

Task 6 – Preparation of Draft LEAR Study Report

The vendor will prepare a draft study report based on the results of Tasks 1 to 5 after undertaking consultation as described in the terms of reference. The draft study report may be presented in one or more documents as directed by the PMT.

The draft study report should address the need, if necessary, to re-designate lands based on the refinement to the current Prime Agricultural Area at the Region of Peel and Town of Caledon levels. It should also identify a recommended boundary, or boundaries, around the current Prime Agricultural Area.

Task 6 Deliverables

- Completion of a draft written report to the PMT. This document will be reviewed and the PMT will work with the vendor to finalize.

Task 7 – Preparation of Final LEAR Study Report

The vendor will finalize the draft study report based on the review by the PMT and any additional required consultation. The vendor will present the results to the PMT for final review. The vendor will prepare a final study report after all consultations have been concluded.

Task 7 Deliverables

- Presentation of final report to PMT
- Presentation to Agriculture Advisory Committees (AACs), Region of Peel and Town of Caledon Councils.
- Final report.

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5.0 Project Management

Project Management Team (PMT)

A Project Management Team (PMT), comprised of Region of Peel and Town of Caledon staff, will provide overall project management for the study. The PMT will confirm the scope of work, objectives, terms of reference and work plan for the project. The PMT will guide the work of the vendor, will participate in all consultation sessions and provide information and guidance to the completion of the deliverables. The PMT will manage the logistics for meetings with the advisory committees and any consultation sessions that may be required.

The vendor will meet with the PMT before commencing the study. For project planning purposes, it is recommended that the vendor *budget at least one all day meeting with the PMT for each of the task stages identified for the study.*

6.0 Consultation

The vendor will be responsible for carrying out consultation during the study process. They will ensure that there is adequate representation of interest groups and that their views are considered and reflected in the in the recommendations. The PMT will work with the vendor to determine the level of consultation. However, the successful vendor will be responsible for recommending a consultation approach for the study in the proposal submission based on the minimum suggested requirements outlined below. Consultation should be broad and inclusive with sufficient input such that the study results reflect regional and local needs. It is recommended that some meetings can be combined for efficiencies and cost savings purposes. Results of the consultation will be documented in the final report.

Municipal Staff Technical Advisory Committee (TAC)

The Municipal Staff Technical Advisory Committee (TAC) is a working group of senior policy planners in the Region of Peel who oversee planning at the regional and area municipal levels. TAC will enable formal participation in the study by Town of Caledon, City of Brampton and City of Mississauga staff. The PMT will consult with TAC at key milestones during the study and will take into consideration all input provided by TAC.

Meetings will be held between the PMT and TAC as needed during the study. The vendor should expect to *attend at least two TAC meetings* during the study process.

Agency Working Group (AWG)

AWG is composed of selected staff from the provincial ministries of Municipal Affairs and Housing, OMAFRA and staff from Toronto and Region Conservation (TRCA) and

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Credit Valley Conservation (CVC) who have specific expertise and/or involvement in agricultural programs. These representatives will provide input and direction for the study at key steps in the process. The vendor is expected to *attend at least two AWG* meetings during the study process.

Agricultural Advisory Committees (AACs)

Agricultural advisory committees/working groups have been established in the Region of Peel to provide advice on agricultural issues, policies and studies and to undertake work as assigned.

The Peel Agricultural Advisory Working Group (PAAWG) is a working group established in partnership with Regional Council, TRCA and CVC to advise the Region of Peel on agricultural matters, and to act as an approval body for the Peel Rural Water Quality Program. At the area municipal level, the vendor is expected to meet with any committee on agricultural matters that may be appointed by Town of Caledon Council. PAAWG and any Town appointed committee will be requested to provide their recommendations on the final study before it is submitted to their respective Councils for consideration.

In addition, the Peel Federation of Agriculture (PFA) and Peel Soil and Crop Improvement Association (PSCIA) also represent the interests of the Region's agricultural community. The PFA and PSCIA are active and interested groups in Peel Region and will be consulted throughout the study as a stakeholder.

It is recommended that the vendor plan a total of *five meetings with these advisory bodies*. Wherever possible the PMT will recommend and coordinate joint meetings for efficiency purposes.

Council/Stakeholder Consultation/Open House

The project vendor should plan to attend at least *one combined stakeholder workshop and formal open house* during the course of the study to present findings and recommendations before finalizing the study. The vendor may also be requested to attend individual one-on-one meetings with key stakeholders if additional consultation is needed and there is interest by other groups (e.g. Region of Peel Building Industry Liaison Team).

Regional Council/Town of Caledon Council

The vendor should plan to *attend one Region of Peel Regional Council meeting and one Town of Caledon Council meeting* to present the study findings and recommendations.

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7.0 Project Schedule

The vendor is required to submit a detailed Gantt chart outlining a recommended schedule and timeline for each Task of the project. The duration of each Task should be indicated along with an overall duration and project end date for the study. The timeline from the award of contract to submission of final deliverables in a form acceptable to the PMT should not exceed one year unless the study schedule is adjusted by the PMT.

8.0 Deliverables

Reports and presentation materials are to be provided in both hard copy and an electronic format specified by the PMT. Deliverables include:

- Five bound hard copies and one electronic copy of each of the Draft and Final Study Reports containing the results of Tasks 1 to 5 and detailing the methodology chosen for the study including recommended changes to the current Prime Agricultural Area, General Agricultural Area and Rural Area designations in the Region of Peel and Town of Caledon Official Plans, and a full explanation of the rationale used in arriving at the study conclusions and recommendations.
- All background data collected for the LEAR including the detailed land use survey and LEAR scoring in a suitable electronic and hard copy format.
- Mapping and final GIS data layers for the agricultural and rural land use designations in a format acceptable to the PMT.
- Mapping and final GIS data layers that was necessary to produce the LEAR review and analysis in Tasks 2 and 3.
- Presentation materials in suitable format for uses at stakeholder and public consultation meetings.

9.0 Proposal Requirements

The vendor will provide five hard copies and one electronic copy of their proposal. The submitted proposal should include as a minimum the following:

Experience and Qualifications

- A brief description of the vendor.

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- A description of the projects the vendor has previously and/or is currently delivering, with an emphasis on experience relevant to the Tasks. The vendor should clearly explain how members of the proposed team have contributed to past projects.
- The roles and responsibilities of the vendor and any of its agents, employees and sub-contractors who will be involved in providing the Task deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.
- CV for each member of the project team.
- A description of the vendor's level of knowledge, research skills and expertise in the following areas:
 - Land Evaluation and Area Review (LEAR) studies
 - Application of the Minimum Distance Separation (MDS) formulae
 - A substantive understanding of agriculture in Ontario
 - Land use impacts affecting agricultural uses
 - Environment, economic and social issues as they relate to Ontario agriculture
 - A demonstrated understanding of key organizations that are relevant to the project
- Three references from clients who have obtained similar services from the vendor in the last five years. Reference must include:
 - Company name
 - Contact name
 - Contact phone number
 - Contact email
 - Date work undertaken
 - Nature of Assignment

Understanding of Project Requirements

- An understanding of the project requirements with respect to the scope of the project and the Task deliverables, incorporating minimally the contents of the request for proposals.
- An ability to synthesize large amounts of data, information, and knowledge and to write clearly and concisely and to exercise editorial ability.

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MA-33-17

**TERMS OF REFERENCE FOR A JOINT LAND EVALUATION AND AREA REVIEW (LEAR)
AND MINIMUM DISTANCE SEPARATION (MDS) STUDY OF AGRICULTURAL LANDS IN
THE REGION OF PEEL AND TOWN OF CALEDON**

APPENDIX I

- Additional suggestions for literature, initiatives and programs to review that are not identified in the proposal.
- Referencing of relevant and current reports and literature to be examined in the project.
- Recognition of potential project constraints and the provision of recommended solutions.

Work Plan

- A realistic estimation of the proposed total level of time and effort.
- A schedule of work that is achievable and with realistic assumptions underlying it including the respective time allocations for individual team members.
- A budget outlining the total costs for achieving the work plan. Costing to be correlated to the specific project deliverable.
- An appropriate methodology for information and data gathering.
- A clear description of the breadth and depth of information that the vendor intends to review for this project.
- A clear and thorough approach articulated in the work plan.

Deliverables

- A clear description of how the vendor intends to provide each of the Task deliverables requested, how they intend to meet with the PMT throughout the course of the project, and how they intend to present the results to the PMT.
- A commitment to deliver materials electronically and/or in the formats specified.

10.0 Quality Assessment and Acceptance of Deliverables

The Region of Peel and Town of Caledon will perform quality assessment of the spatial data deliverables after delivery to ensure that they meet the specifications, quality and requirements for the study, including completeness.

April 12, 2012

MA-133-18

TERMS OF REFERENCE FOR A JOINT LAND EVALUATION AND AREA REVIEW (LEAR) AND MINIMUM DISTANCE SEPARATION (MDS) STUDY OF AGRICULTURAL LANDS IN THE REGION OF PEEL AND TOWN OF CALEDON

APPENDIX I

Appendix A - Study Data and Background Documents

Region of Peel and the Town of Caledon Data Sets

The following reference and data materials are available for review by the Region of Peel and Town of Caledon. These resources will be provided to the vendor to undertake the study:

- Region of Peel and Town of Caledon Official Plans including land designations schedules and data layers (where available in digital form)
- Town of Caledon Zoning By-Laws
- Aerial photography
- The Greater Toronto Area (GTA) Agricultural Action Plan
- Golden Horseshoe Food and Farming Action Plan, 2021
- GTA Demographic Profile: 1986-2006
- State of the Environment Report for Peel Region, 2005
- Provincial Policy Statement, 2005
- The Growth Plan for the Greater Golden Horseshoe, 2006
- The Greenbelt Act and Greenbelt Plan, 2005
- Other studies and documents appropriate to the study review
- OMAFRA Soils Mapping, 1953 (Digital and paper copy available)
- OMAFRA Drainage Mapping, 2008 (digital and paper copy available)
- Ecological Land Classification for Peel Region, 1993-2007
- Region of Peel Property Fabric Information – parcel fabric with property codes (digital and paper copy available)
- OMAFRA, Greenbelt Study Area: LEAR Assessment for Peel Region
- Greenbelt Plan Mapping
- Oak Ridges Moraine Mapping
- Niagara Escarpment Mapping
- Peel Region Orthophotography (2007 or latest) for areas as identified by the vendor

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MA-B3-19

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Additional data information requirements to be identified by the vendor in the proposal with corresponding budget allocations. Acquisition of the requested data subject to decision by the PMT and financial limitations.

Spatial Data

Spatial data provided by the vendor to the Region of Peel and the Town of Caledon should be in an ESRI geo-database format and conform to Region of Peel GIS boundary standards. Other formats can be provided upon consultation with the PMT Project Manager.

Spatial data should be topologically correct. As a minimum there should be no overlaps and no gaps in the topology of polygon features (areas of no data excepted). Linear features should not have dangles, self intersect or self overlap. Other topology rule implemented should use current Region of Peel corporately available data as a base.

Metadata will be provided with all data. The metadata will include an abstract, purpose and process steps used to create the data. Attribute field definitions will also be provided. Metadata should be provided attached to the GIS but can be provided in a separate document if attachment is not technically possible.