



## AGENDA

### AGRICULTURAL ADVISORY SUBCOMMITTEE

Wednesday, February 14, 2024 1:30 p.m.  
Committee Room #1, Wyoming

---

Page

1. **Call to Order**

Board Members - Al Broad, Gary Atkinson, Doug Cook, Dave Ferguson and Warden Kevin Marriott.

2. **Committee Chair**

Nominate and appoint Committee Chair.

3. **Scope of Subcommittee**

4. **Items for Discussion**

A) **Background and History**

a) Report CLAAC Revitalization Meeting dated January 17, 2024.

B) **Evaluation of the CLAAC Scope and Draft Terms of Reference**

a) Draft CLAAC Terms of Reference dated December 14, 2023.

C) **Review of the CLAAC Composition**

D) **Next Steps**

5. **Other Business**

6. **ADJOURNMENT**

2 - 9

10 - 13

|   |   |
|---|---|
|  | <b>INFRASTRUCTURE &amp; DEVELOPMENT SERVICES DIVISION</b>               |
| <b>REPORT TO:</b>   | <b>CHAIR AND COMMITTEE MEMBERS</b>                                      |
| <b>DEPARTMENT:</b>  | <b>INFRASTRUCTURE &amp; DEVELOPMENT SERVICES DIVISION</b>               |
| <b>PREPARED BY:</b>   | <b>Jason Cole, P. Eng., General Manager</b>                             |
| <b>REVIEWED BY:</b>   | <b>Stéphane Thiffault, Chief Administrative Officer</b>                 |
| <b>MEETING DATE:</b>  | <b>January 17, 2024</b>   |
| <b>SUBJECT:</b>   | <b>County of Lambton Agricultural Advisory Committee Revitalization</b> |

**BACKGROUND**

The County of Lambton Agricultural Advisory Committee (CLAAC) was established to provide advice to The Corporation of the County of Lambton (County) on agricultural and rural matters. The CLAAC began meeting in 2009 and was active for several years initially, but eventually slowed and ceased regular meetings in 2016.

The Committee was comprised of 14 voting members, appointed mainly from identified local agricultural commodity groups or organizations, a member of County Council, and two ex-officio members from County Planning staff and the Ministry of Agriculture and Food. The term of the last assembled membership has expired under the adopted Terms of Reference for the Committee.

**DISCUSSION**

In November 2023, the County put a call out to the agricultural organizations that provided membership for the CLAAC, asking for representation to attend a meeting to consider revitalizing the Committee. A group of 13 representatives (including the appointed member from County Council and the Warden) met on December 14, 2023, to participate in a facilitated review of the CLAAC's purpose and last standing Terms of Reference.

In general, the meeting attendees indicated a strong desire to revitalize the CLAAC. A summary of the meeting proceedings and a revised draft Terms of Reference (prepared based on the comments received at the meeting) are attached as Appendix A and Appendix B respectively to this report.

**FINANCIAL IMPLICATIONS**

The cost to facilitate the CLAAC is primarily associated with personnel and facility resources dedicated to recruit, organize and facilitate the CLAAC and its meetings. It is anticipated that these costs can be managed within the existing Planning & Development Services Department budget as part of the proposed 2024 County of Lambton Budget.

**CONSULTATIONS**

The Planning & Development Services Department, Bryan Boyle & Associates, and representation from the organizations identified in the previous CLAAC Terms of Reference were consulted as part of the preparation of this report.

**STRATEGIC PLAN**

Application of Area of Effort #2: Communications - Providing progressive and effective communications that are relevant and clear and that promote opportunities for dialogue in order to improve collaboration and build relationships by:

- Clearly, completely, and concisely articulating County decisions and initiatives.

Application of Area of Effort #5: Partnerships - Developing stronger relationships with community partners, municipalities, and indigenous groups as a basis to build a shared community of interest by:

- Cultivating sustainable relationships that include strategies to improve communication and understanding, provide mutual assistance on projects, and fulfill Duty to Consult obligations.

**CONCLUSION**

The CLAAC was established to provide advice to the County on agricultural and rural matters. The Committee was active for several years, but eventually slowed and ceased regular meetings.

Based on a facilitated discussion to consider revitalizing the CLAAC, there is a strong desire from the agricultural community to reinstate the Committee and meet regularly in the future. It is recommended that a new CLAAC membership be established that can adopt a Terms of Reference and report back to County Council.

**RECOMMENDATIONS**

- a) That Council approve the revitalization of the County of Lambton Agricultural Advisory Committee (the “Committee”) based on the draft Terms of Reference, dated December 14, 2023, attached hereto as Appendix “B”.**
- b) That the Committee, County of Lambton staff and associated resources finalize the Committee’s Terms of Reference, with the Committee reporting back the finalized Terms of Reference for Council’s review and approval.**

Appendix A

**County of Lambton  
Agricultural Advisory Committee**

**Revitalization Meeting  
December 14, 2023**



**BRYAN BOYLE & ASSOCIATES**  
FACILITATING YOUR FUTURE

County of Lambton Agricultural Advisory Committee (CLAAC)  
Revitalization Meeting on December 14, 2023  
Facilitated by Bryan Boyle

**Purpose of Meeting**

To review key areas of focus of the former Terms of Reference and solicit input regarding if, or how, the County of Lambton Agricultural Advisory Committee should be revitalized.

**Introductions**

Each participant shared their name, location, organization that they represent, and one of their interests or activities completely unrelated to farming or their member organization and how it helps them be more effective in their role as a participant on the County of Lambton Agricultural Advisory Committee.

**First Impressions**

Participants were asked to share the first one or two words that come to mind when they hear, "County of Lambton Agricultural Advisory Committee".

Interaction with County Council

- Sounding board to Lambton County Council
- Makes recommendations to County Council
- Agricultural awareness to County Council
- County-wide input from many
- Rural and agricultural input
- Provides direction and support
- Consultative and advisory

Addressing Agricultural Issues

- Addressing day-to-day issues
- Input and advice on agriculture
- Agricultural issues

Potential Issues to Address

- Drainage
- Maintaining growth
- Land preservation
- Woodlot



- Minor variance and bylaws
- Ensuring economic benefit

Interface with Current Agencies

- Committee of Adjustment
- Review of Complaints on Normal Farm Practices

**Background and Approach for the Meeting**

The County of Lambton Agricultural Advisory Committee was created in 2009 and was active until 2016. There has been interest expressed in revitalizing this committee if it could have a meaningful role within our Lambton County community.

In this meeting the County of Lambton Agricultural Advisory Committee was approached in a four-step process.

- 1) An evaluation of the Terms of Reference that existed for the 2009-2016 County of Lambton Agricultural Advisory Committee to see which parts of those terms may still be relevant
- 2) Identifying potential additions to these Terms of Reference that could add value to a County of Lambton Agricultural Advisory Committee from this point forward
- 3) Assessment by all individuals in this group of the relevance and potential of revitalizing a County of Lambton Agricultural Advisory Committee
- 4) Next steps, if any, that are required

**Evaluation of the Current Terms of Reference**

Each point within the current Terms of Reference was evaluated, scored, and edited by small discussion groups. This input was shared and discussed with the entire group. An opportunity was provided for other groups to add value to each discussion point.

The results of the participants' input are recorded in the updated CLAAC Terms of Reference that is attached with this meeting report.

**Perspectives on Revitalization of CLAAC**

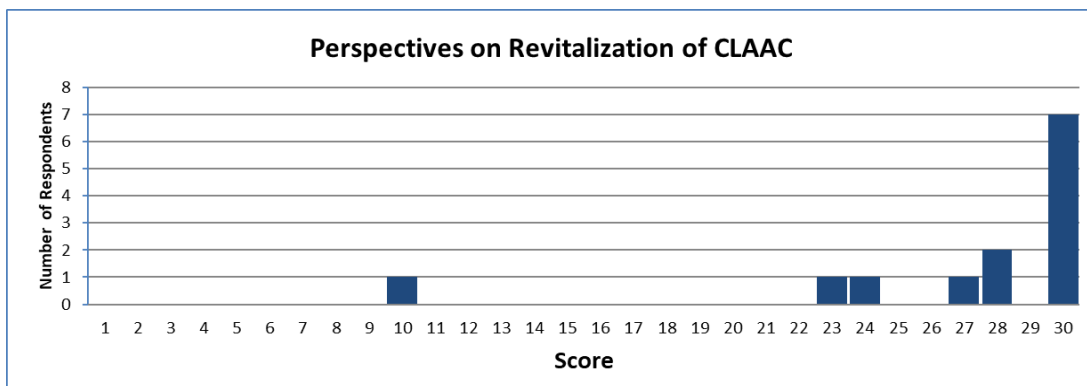
On a scale numbered from 1 to 30, participants chose the number that they feel most accurately describes the current potential to revitalize the CLAAC.

#30 = "Top of our Game": A well-coordinated, community-oriented County of Lambton Agricultural Advisory Committee could be very relevant and meaningful and could be



of substantial value to the agricultural community, Lambton County Council, and the general Sarnia-Lambton community. It is worthy of all Lambton agricultural and rural organizations' support, and action should be taken immediately to revitalize this Committee.

#1 = "Served its Purpose": A County of Lambton Agricultural Advisory Committee is no longer relevant nor meaningful and it would be of very limited value to the agricultural community, Lambton County Council, or the general Sarnia-Lambton community. It is not worthy of Lambton agricultural and rural organizations' support, and no action should be taken at this time to revitalize this Committee.



**Average = 26.92**

### Potential Next Steps

- Bryan Boyle will create a report from this meeting including all the proposed edits to the terms of reference based on participants' input.
- The meeting report will be circulated to all participants.
- Jason Cole will create a report for Lambton County Committee of the Whole and Council based on Bryan's report of this December 14, 2023 meeting.
- Jason's report will be presented to Lambton County Committee of the Whole Council at the earliest opportunity in 2024.
- All Lambton organizations represented at the December 14, 2023 meeting will be invited to attend a CLAAC organizational meeting in the first quarter of 2024.





**Governance**

Several administrative and governance details will need to be developed for CLAAC in 2024. At this meeting a survey of potential meeting frequency was taken.

| <b>Potential Meeting Frequency</b> |                   |
|------------------------------------|-------------------|
| Times per Year                     | Participant Votes |
| 2                                  | 4                 |
| 3                                  | 4                 |
| 4                                  | 3                 |
| 5                                  | 0                 |
| 6                                  | 1                 |
| Average = 3.2                      |                   |

**Summary**

The CLAAC revitalization meeting was a productive activity. The participants were very engaged and committed to the process. The participants took an important step by providing valuable input to help revitalize the CLAAC so it could be of substantial value to the agricultural community, Lambton County Council, and the general Sarnia-Lambton community.



**Appendix B**

**DRAFT TERMS OF REFERENCE FOR THE  
COUNTY OF LAMBTON AGRICULTURAL ADVISORY COMMITTEE**

*Revised December 14, 2023*

**Goal**

To provide advice and direction to The Corporation of the County of Lambton (County) on agricultural, environmental, and rural matters.

**Mandate**

The County of Lambton Agricultural Advisory Committee (CLAAC) is a voluntary, non-political Advisory Committee established by County Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.

The Terms of Reference provide for a balance between activities referred from the County Planning and Development Services Department and County Council, and the ability for the CLAAC to be proactive and advise on matters identified on its own initiative. The CLAAC will generally report to County Council through the County Planning and Development Services Department. The County Planning and Development Services Department will also report back to CLAAC on agricultural issues being considered by County Council and progress on CLAAC recommendations.

**Scope of Activities**

The scope of the CLAAC may include activities such as:

- Providing advice on issues and concerns of the agricultural community in the County of Lambton.
- Providing advice on the implementation, interpretation, and impact of Provincial and Federal legislation, policies, and guidelines related to the agricultural industry.
- Providing advice on agricultural and rural policy directions proposed or pursued by the County. This may include providing advice on County-initiated official plan amendments related to agricultural matters; on County agricultural matters through a comprehensive official plan review; or, other policy directions pursued by the County.
- Providing advice on the identification and implementation of programs which encourage public awareness and education of agricultural and related rural issues.
- Providing assistance with the mediation of complaints related to agricultural issues that could have implications across the County.

- Providing advice on matters as they arise, at the request of the County.

**Composition**

The CLAAC will be composed of 15 voting members and 1 ex-officio staff member.

The voting membership will include one individual appointed from each of the following:

- Lambton Cattlemen's Association
- Lambton Dairy Producers
- Lambton Pork Producers
- The "Feathers" Livestock Industry
- A Specialty Livestock Operation
- Grain Farmers of Lambton
- Lambton Soil and Crop Improvement Association
- The Vegetable Grower's Association
- A Specialty Crop Producer
- Lambton Federation of Agriculture
- Lambton 328 Farmer's Union
- Lambton Christian Farmers
- A Producer with Conservation Interests
- Non-Farm Rural Resident
- County Council

The Manager of Planning and Development Services (or designate) will be an ex-officio, non-voting advisory member of the CLAAC and shall serve as Secretary.

**Selection of Voting Members**

The County will request each of the respective organizations to nominate one of their members as a member on the CLAAC, subject to the following exceptions:

- The "Feathers" industry member shall be agreed upon and nominated jointly by the recognized local chicken and turkey producer organizations.
- The "Producer with Conservation Interests" member shall be agreed upon and nominated jointly by the Rural Lambton Stewardship Network, Woodlot Owner's Association, and Lambton Wildlife.
- The County will solicit letters of interest from individuals wishing to fill the positions of "Non-Farm Rural Resident", "Specialty Crop Producer", and "Specialty Livestock Producer", and County staff will recommend members to the CLAAC from those letters received.

The Specialty Livestock and Specialty Crop members may be from any type of operation not specifically represented on the CLAAC (e.g., sheep, horses, goats, sugar beets, horticulture, greenhouses, etc). The County will, at a minimum, solicit the

organizations representing the larger "specialty" industries in the County for letters of interest from their members, but will consider letters of interest from any "specialty" industry. The type of "specialty" industries represented may vary from term to term.

All voting members must be residents of the County and have knowledge of agricultural, environmental, and rural issues.

In their capacity as CLAAC members, all members are intended to sit primarily as private individuals with a variety of knowledge and perspectives and not as advocates for any particular operation or organization.

The respective organizations with a designated or jointly designated position on the CLAAC are permitted and encouraged to formally nominate an alternate member to the CLAAC. Alternates shall meet the same membership requirements as other members. Only one member of each organization is encouraged to attend each CLAAC meeting but when both a primary member and his or her alternate attend a meeting, the alternate may only participate in the discussion at the discretion of the Chair. Alternates may only vote in the absence of the primary appointed representative.

**Officers**

A Chair and a Vice-Chair will be elected annually by the membership of the CLAAC. The Manager of Planning and Development Services (or designate) shall serve as Secretary.

**Length of Terms**

The County Councilor position terms shall last one year at a time without limit on the number of consecutive terms.

Membership terms for all other voting members shall be a maximum of three years with a maximum of two consecutive terms permitted. Terms shall be staggered such that approximately one-third of the members are replaced each year.

**Support**

The County Planning and Development Services Department will provide administrative, procedural, and technical support to the CLAAC.

**Meetings**

The CLAAC will generally meet at the County Administration Building. The CLAAC will generally meet on a set schedule, although special meetings may be held at the call of the Chair. Meetings may also be cancelled at the discretion of the Chair.

Unless otherwise determined, all meetings will be open to the public. Agendas will be posted publicly on the County of Lambton's website: [www.lambtononline.ca](http://www.lambtononline.ca). CLACC will follow the County's Procedural By-law for its processes subject to anything to the contrary stipulated in these Terms of Reference.

## **Delegations**

Any person wishing to appear before the CLAAC as a delegation must submit a request to the staff liaison in the Planning and Development Services Department and the Chair of the CLAAC, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included on the agenda.

## **Agendas**

The CLAAC agendas will be prepared by the staff liaison and the CLAAC Chair or Vice Chair with input from other CLAAC members.

## **Minutes**

Minutes from each CLAAC meeting will be forwarded to County Council in County Council's meeting agenda and package. The minutes of each CLAAC meeting will be amended as necessary and approved at the following meeting by its members. The unapproved minutes will be forwarded to the next regularly scheduled County Council meeting. When approved, any amendments will be forwarded to County Council.

## **Committee Resolutions**

The CLAAC will seek to achieve consensus on decisions. Recommendations are adopted by CLAAC if supported by a majority of members present. Only resolutions as they appear in the adopted minutes may be considered to officially represent the position of the CLAAC.

## **Annual Review**

An annual review of the CLAAC will be completed by staff and submitted to County Council, including a report on and review of the year's activities to examine the effectiveness of the Committee and to ensure continued improvements. The Manager of Planning and Development Services (or designate) will take the lead in coordinating this annual review process.