

**MINUTES**  
**COUNTY OF LAMBTON AGRICULTURAL ADVISORY SUBCOMMITTEE**

**March 5, 2024**

A meeting was held at Committee Room #1 in the County Building at 1:00 p.m. on the above date.

**Present**

All Committee members were present. Staff members were present, including Mr. J. Cole, General Manager, Infrastructure and Development Services and Ms. O. Leger, Solicitor/Clerk. Mr. B. Boyle, Facilitator was also in attendance.

**County of Lambton Agricultural Advisory Subcommittee Minutes**

#1 Atkinson/Marriott: That the County of Lambton Agricultural Advisory Subcommittee minutes of February 14, 2024 be amended to include Bryan Boyle as in attendance, and that the minutes be accepted as amended.

Carried.

**CLAAC Membership Requests**

#2 Broad/Ferguson: That the information be received and filed.

Carried.

**Review of the CLAAC Composition**

Bryan Boyle facilitated the discussion as it relates to the CLAAC composition. Attached as Appendix "A" are the notes related to such discussion.

#3 Ferguson/Broad: That the revitalized CLAAC composition be comprised of the following members:

1. Representation from County Council (Chair)
2. Grain Farmers of Lambton
3. Lambton Cattlemens Association
4. Lambton Dairy Producers
5. Lambton "Feathers" Organizations (Eggs, Broilers, Turkeys, Hatching Eggs)
6. Lambton Pork Producers
7. Lambton Soil and Crop Improvement Association
8. Producer with Woodlot and/or Wildlife Interests
9. Vegetable and Specialty Crop Producers

#4 Atkinson/Ferguson: That Staff be directed to amend the draft Terms of Reference to revise the purpose of the CLAAC to a forum for stakeholder consultation and that Staff return to the next meeting with the amended draft Terms of Reference for the Subcommittee's consideration.

Carried.

### **Next Steps**

Staff to coordinate date and time for the next meeting.

### **Adjournment**

#5 Broad/Ferguson: That the Chair declare the meeting adjourned and that the next meeting be held at a time as coordinated by Staff.

Carried.

Time: 2:47 p.m.

## Facilitation Notes from Council CLAAC Sub-committee

March 5, 2024 by Bryan Boyle

At the previous February 14th meeting of the County Council CLAAC Sub-committee, sub-committee members created a list of merits and challenges of reducing the CLAAC from 15 members to 9 or 10 members.

The merits and challenges were reduced to five merits and five challenges by combining comments provided with similar themes.

The two lists basically outlined the merits and challenges of larger and smaller CLAAC membership. On March 5, sub-committee members discussed how the five challenges of the two options might be addressed if that option was chosen.

Key points of the discussion are noted below and helped with the sub-committee's decisions relating to the size of the CLAAC membership.

### **Challenges of a Smaller Committee (9 or 10 members):**

#### Missed perspectives or ideas

- Groups' perspectives may already be represented through their original group's mandate and communication channels

#### All options may not be explored

#### Agricultural community is not feeling heard

- Numbers of members in smaller groups who are not also members of one of the other groups on CLAAC may not be significant

#### Limits group representation... which groups get cut?

- Currently 15 groups on CLAAC, potentially reduced to 9 or 10
- Challenge of getting "in-person" input could be replaced or supplemented with electronic input
- CLAAC could be used as a public consultation vehicle

#### Less diversity

## **Challenges of a Larger Committee (15 members)**

### Less productive, more difficult to make decisions

- Strong Chair could address this
- CLAAC has an input gathering mandate, as opposed to decision-making

### Less manageable discussion

- Facilitator and strong Chair could facilitate effective discussion

### More complex, more divisive

- Strong Chair and facilitator could address this

### Less efficient meetings, e.g. facilitation, assembly, quorum

- Depends on leadership
- Active and engaged County staff could positively impact meeting and administrative details

### Group overlap exists

- Identify “reasonable” combinations of groups with similar interests for CLAAC purposes

## **Selecting Membership for Current CLAAC**

The representation of the 15 Lambton rural organization on the original CLAAC (2009-2016) was evaluated. A decision on one of three options was made for each:

Option 1: Retain membership on current CLAAC

Option 2: Combine representation with another existing CLAAC member

Option 3: Drop from current CLAAC because group already has developed external communication channels

Groups under each option include:

Option 1: Retain membership on current CLAAC (Alphabetical)

- County Council (Chair)
- Grain Farmers of Lambton
- Lambton Cattlemens Association
- Lambton Dairy Producers
- Lambton “Feathers” Organizations (Eggs, Broilers, Turkeys, Hatching Eggs)
- Lambton Pork Producers
- Lambton Soil and Crop Improvement Association
- Producer with Woodlot and/or Wildlife Interests
- Vegetable and Specialty Crop Producers

Option 2: Combine representation with another existing CLAAC member

- Producer with conservation interests
- Specialty Livestock
- Specialty Crops

Option 3: Drop from CLAAC because group already has developed external communication channels

- Rural Non-Farm Resident
- Lambton Christian Farmers
- Lambton Federation of Agriculture
- Lambton 328 Farmers Union

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

Revised ~~March 5~~February 14, 2024

## Goal

To provide a forum for stakeholder consultation on agricultural, environmental, and rural matters. Comments and/or recommendations arising from such consultation will be provided ~~advice and recommendations~~ to Council for The Corporation of the County of Lambton (County) for its consideration. ~~on agricultural, environmental, and rural matters, for County Council's consideration.~~

## 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 ~~through~~from the County Planning and Development Services Department and County Council, and the ability for the CLAAC to be proactive and ~~discuss~~ advise and provide recommendations to County Council on agricultural, environmental, and rural 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~~ and/or considerations.

## Scope of Activities

The scope of the CLAAC may include activities such as:

- Providing a forum for its members to discuss and identify issues and concerns of the agricultural community.
- 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 and acting as a liaison with respect to 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 ~~915-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 and Specialty Crop Producer Grower's Association~~
- ~~Producer with Woodlot and/or Wildlife Interests~~
- ~~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 (Chair)

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.

Albeit it is understood that the objective of the CLAAC is to provide a forum for stakeholder consultation on agricultural, environmental, and rural matters and that these opinions be provided to County Council for their consideration, these Terms of Reference provide the opportunity for CLAAC members to vote on procedural matters i.e. reading and approval of minutes, electing a Vice-Chair, etc. In these instances, the ex-officio staff member does not have voting rights.

### **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 Woodlot and/or Wildlife ~~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 organizations/individuals wishing to fill the positions of ~~"Non-Farm Rural Resident"~~, ~~"Vegetable and Specialty Crop Producer"~~, ~~and "Specialty Livestock Producer"~~, and County staff will recommend a ~~members~~ to the CLAAC from those letters received.

The ~~Specialty Livestock and Vegetable and Specialty Crop Producer~~ members may be from the Vegetable Grower's Association or 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 on procedural matters in the absence of the primary appointed representative.

### **Vacancies**

Should a vacancy occur, it will be at the discretion of the CLAAC to fill the vacancy, save and except that the County Council vacancy shall be addressed in accordance with the County's Procedural By-law.

### **Officers**

The Chair shall be the County Council representative appointed to CLAAC. The Vice-Chair shall 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, which shall ~~fall-~~ be related to within CLAAC's Scope of Activities. 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 Communications**

Given the nature of the CLAAC as a forum for stakeholder consultation, members shall not communicate any position or opinion expressed during CLAAC meetings as an official position of the CLAAC. All such communications will be provided to County Council through the County Planning and Development Services Department.  
~~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.