

## Background

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The Oxford County Agricultural Advisory Committee (AAC) was initially created in the late 1990s to act as a county-wide resource to the County's Area Municipalities for addressing complaints under the Nutrient Management By-laws and further, to operate as a peer review body for matters related to the By-laws.

The AAC was merged with the County's Nutrient Management Committee in January 2004. The new AAC consisted of representatives from each of the major livestock/poultry organizations in the County, the Oxford County Federation of Agriculture, the Oxford Christian Farmers Association as well as two members from Oxford County Council, a representative from an agricultural industry and a 'non-agricultural' lay person.

The mandate of the Committee was broadened in 2006 to permit County Council to canvass the Committee generally on matters related to agriculture. The Committee's composition was expanded in 2007 to include representatives from crop organizations to better represent the interests of the agricultural industry.

Bill 73 – *Smart Growth for Our Communities Act* came into effect in July 2016 and introduced changes to the *Planning Act* requiring upper-tier municipalities to appoint a Planning Advisory Committee (PAC). To address the provincial requirement for the County to establish a PAC, the membership of the AAC was expanded by Council in 2018 and the mandate of the Committee broadened to allow County Council to canvass the Committee on a greater range of planning matters. In order to implement this broader mandate, the composition of the Committee was expanded to include representatives from the Future Oxford Committee and/or members serving on any of the Future Oxford subcommittees.

## Purpose / Mandate

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The Agricultural and Planning Advisory Committee (APAC) will primarily function as an advisory body to the County on agricultural and other land use related matters. Those matters on which the Committee's input will be solicited will be determined by County Council and facilitated by a Council resolution outlining the nature and timing of the input. The Committee may also, from time to time, facilitate an educational forum County pertaining to agricultural and/or other planning related matters, as defined and directed by County Council through Council resolution.

## **Membership**

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The Committee shall be appointed for a four (4) year term coinciding with the term of Council and shall consist of one representative from each of the following organizations:

Ontario Veal Association (Oxford County);  
Oxford County Cattleman's Association;  
Dairy Farmers of Ontario (Oxford County);  
Oxford County Pork Producers  
Association; Chicken Farmers of Ontario,  
District 3;  
Ontario Egg Producers Marketing Board, Zone 4;  
Oxford County Federation of Agriculture;  
Oxford Christian Farmers Association;  
Oxford Soil & Crop Improvement  
Association;  
Corn, Soybean or Wheat Producers Association;  
Tobacco Growers Marketing Board.

In addition, Council will also appoint the following representatives for the same four (4) year term:

- two County Councilors;
- one representative from an agricultural industry;
- one lay person who is not involved in the agricultural industry and is not a planning professional; and
- two representatives from the Future Oxford Committee and/or subcommittee(s).

## **Essential Competencies & Qualifications**

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- Commitment to equitable access, diversity and inclusiveness;
- Ability to seek and listen to input from all stakeholders and approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes;
- Leadership experience;
- Time and energy to devote to the work of the Board / Committee;
- List other competencies & qualifications required to be a member of this Board / Committee.

## **Term**

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The Committee shall be appointed for a four (4) year term coinciding with the term of Council.

## **Time Commitment**

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The Agricultural and Planning Advisory Committee typically meets twice per year.

## **Rules of Procedure**

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Notwithstanding the Committee composition as set out above, it is recognized that it may not be possible for all organizations to provide representation during any given term. As such, the APAC shall consist of not less than five (5) members comprising of at least one County Councillor, one lay person, three producers and two persons from a non-agricultural group.

The Committee shall select a Chair and Vice Chair from among their members for the purpose of chairing meetings and overseeing the operation of the Committee. It is intended that the Committee will meet as necessary to examine central issues, discuss general information/education matters and respond to County Council requests for comments and input. The APAC will generally meet two (2) times per year or at the call of the Chair and an annual report of the Committee's activities covering the previous year shall be prepared for County Council.

The APAC shall adopt and follow rules of procedure to facilitate its activities. Such rules of procedure shall be consistent with Part XII, Local Advisory Committees of Ontario Regulation 267/03, as amended from time to time.

## **Compensation and Expenses**

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Committee members will receive remuneration as per the policies of the County of Oxford, as amended from time to time and shall be reimbursed by the County for County business related expenses incurred, payable in accordance with Employee Expense Policy No. 6.02.

<b>Half-day meeting or less</b>	<b>Full-day meeting</b>
\$100	\$175
<b>Compensation applies to Lay Member Appointees only</b>	

## **Education**

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The APAC may, from time to time, provide an education forum on agricultural related policies and/or other land use planning matters as determined by County Council. Alternatively, a training seminar may be held periodically for APAC members pertaining to land use related policies and other matters deemed appropriate by the County. The format and content of any educational forum or training seminar will be determined by County staff in consultation with the APAC.

## **Committee Support**

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The County shall appoint a Secretary for the purpose of providing secretarial duties at general meetings and to process reports and correspondence and to provide book-keeping services for the Committee, as required. The County will also be responsible for providing support services to the Committee, such as photocopying and postage.