



# Directors' Guide

*A primer for new directors*

*A refresher for seasoned directors*

**January 2015**



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## Must Do's:

- Know and support the vision and objectives of the LFA
- Attend board meetings
- Read and be familiar with the minutes of the LFA board
- Know who is authorized to spend money and how the money is spent
- Participate in the approval of the annual budget, the financial reports and the audit procedures
- Become familiar with the policies of the LFA and the OFA
- Monitor the response of the members and the community to the LFA's activities

## Might Do's:

- Assist in local lobby activities to promote LFA , OFA and the farm community
- Represent LFA and farm interests in public meetings
- Be the local source of farm information for local media
- Be the OFA Policy Advisory Councilor (PAC) for the area
- Represent the area as the OFA Convention Delegate
- Take a lead role on LFA committees or task teams with a focus on specific farm issues
- Perform the duties of LFA President or Vice-President
- Monitor the activities of local government to ensure farm-friendly programs and by-laws
- Bring developing issues to the attention of the LFA board



# Contacts

(For internal use only)

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## The 2015 Board

Dave Ferguson, President  
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## Others around the table

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2015 PAC members for LFA

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OFA member with a problem?  
OFA member service Reps are  
the first point of contact

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## OFA Directors

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## LFA Secretary/Treasurer

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Can't make the meeting?  
Let Christine know before the  
meeting..

# Mechanics of debating motions

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| What you want to do:          | Say What?   | Interrupt? | 2nd? | Debate? | Amend? | Vote?    |
|-------------------------------|---|------------|------|---------|--------|----------|
| End meeting                   | I move to adjourn...                                | No         | Yes  | No      | No     | Majority |
| Take a break                  | I move to recess...                                 | No         | Yes  | No      | Yes    | Majority |
| Complaint re: process         | Point of order ...                                  | Yes        | No   | No      | No     | None     |
| Straying from agenda          | I call for the orders of the day..                  | Yes        | No   | No      | No     | None     |
| Set motion aside for now      | I move to table the question...                     | No         | Yes  | No      | No     | Majority |
| End debate                    | I move to call the question...                      | No         | Yes  | No      | No     | 2/3      |
| Limit/extend debate           | I move that debate be limited to...                 | No         | Yes  | No      | Yes    | 2/3      |
| Put debate off to future date | I move to postpone the motion to                    | No         | Yes  | Yes     | Yes    | Majority |
| Send to committee             | I move to refer this motion to ...                  | No         | Yes  | Yes     | Yes    | Majority |
| Change the wording            | I move to amend the motion by ...                   | No         | Yes  | Yes     | Yes    | Majority |
| Kill the motion               | I move that the motion be postponed indefinitely... | No         | Yes  | Yes     | No     | Majority |
| Making a motion               | I move that ...                                     | No         | Yes  | Yes     | Yes    | Majority |

Note: Any motion in the chart can be introduced if it is higher than the pending motion.

Adapted from *Running Effective Meetings*, Alberta Agriculture and Rural Development, 2011



## Lambton Federation of Agriculture Constitution, 2012

### ARTICLE 1: Name

1. This Organization will be known as the "Lambton Federation of Agriculture".

### ARTICLE 2: Objectives

1. To develop and consolidate farmer opinion for the promotion of any activity within Lambton County which will improve the welfare of the individual farmer and the farming industry
2. To bring viewpoints and concerns of the membership to the Ontario Federation of Agriculture for policy development, action and, in turn to interpret Ontario Federation policy so developed to all members in Lambton County.
3. To facilitate the spread of information of concern to the farming industry, to all farmers in Lambton County.
4. To be an affiliate of the Ontario Federation of Agriculture.
5. To be a non-profit organization as defined within the constitution of the Ontario Federation of Agriculture

### ARTICLE 3: Finance

1. a) Principle source of funding for the Lambton Federation of Agriculture shall be by remuneration to the county organizations 25% of the Ontario Federation of Agriculture membership fees, in funds or in kind, as approved by the Board of Directors of the Ontario Federation of Agriculture.  
b) Any and all secondary sources of income may be donations, fundraising and local events as approved by the board of the Lambton County Federation of Agriculture
2. The fiscal year of the Lambton County Federation of Agriculture shall end on the 30th day of September.
3. a) Revenue from sources as defined in **Article #3 sec. 1 & 2** are to be used in connection with activities approved by the board of directors, and the promotion of the objects outlined in **Article 2**.  
b) The annual budget of the Lambton Federation of Agriculture for the upcoming year shall be prepared and approved by the board of directors before the end of the current fiscal year.  
c) Any alterations or expenditure over and above the approved annual budget shall be authorized in advanced by the board of directors

### ARTICLE 4: Membership

1. All members of the Ontario Federation of Agriculture residing in the County of Lambton shall be members of the Lambton Federation of Agriculture.
2. All businesses or individuals in Lambton County who are Associate Ontario Federation of Agriculture members shall be non-voting members

### ARTICLE 5: Annual Meeting

1. The annual meeting of the Lambton County Federation of Agriculture shall be held within 120 days of fiscal year end

### ARTICLE 6: Voting Privileges and Office

1. a) At the Lambton Federation of Agriculture Annual Meeting, there shall be one vote per Ontario Federation of Agriculture Farm Membership or Individual Farm Membership.  
b) One individual per Ontario Federation Farm Membership or Individual Farm Membership shall be eligible to hold the position of director or hold office within the Lambton Federation of Agriculture
2. a) Those that shall be granted the privilege of holding office or directorship in the Lambton Federation of Agriculture with full voting privileges include:
  - i. Immediate Past President of the Lambton Federation of Agriculture
  - ii. Lambton County Junior Farmers Association
  - iii. Lambton County Women's Instituteb) A staff member of the Ontario Ministry of Agriculture, Food and Rural Affairs shall hold a non-voting advisory position.
3. Only elected directors, officers, and officers and board affiliates may vote at all board meetings of the Lambton Federation of Agriculture
4. A person must be present at any meeting in order to vote. There shall be no proxy voting.
5. Any board member may request a specific vote to be done by "secret ballot".

### ARTICLE 7: Township Representative

1. Lambton Federation of Agriculture representatives shall reside in Lambton County
2. Municipal representatives shall be elected from Municipalities of Lambton Shores, Town of Plympton-Wyoming, Township of Brooke-Alvinston, Township of Dawn-Euphemia, Township of Enniskillen, Township of St. Clair, Township of Warwick, and City of Sarnia.
3. At regularly held Annual County Meetings, of the Lambton Federation of Agriculture, the resident OFA members from each municipality shall be prepared to designate the person they wish to have represent them on the Lambton Federation of Agriculture Board of Directors.



## LFA Constitution (continued)

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### ARTICLE 8: Board of Directors

1. A Board of Directors of up to 23 members shall be elected for a term of one year at the Lambton Federation of Agriculture Annual Meeting with representation as follows:
  - a. One representative per municipality as per **Article 7, Sec. 2.**
  - b. Three Regional Directors so elected shall represent the Ontario Federation of Agriculture members from their region at the Ontario Federation of Agriculture's Policy Advisory Council Meetings and Annual Convention
  - c. One director appointed by the Lambton Junior Farmers
  - d. One director as appointed by the Lambton County Women's Institute
  - e. Directors at Large be elected in order to maintain a Board of 23 members
2.
  - a) The Board of Directors shall be elected from the membership of the Lambton Federation of Agriculture (as defined in **Article 4, Sec. 1**) by open nomination and secret ballot voting.
  - b) The President, 1st Vice President, and 2nd Vice President shall be nominated and elected from the Lambton Federation of Agriculture by all eligible voters present at the Annual Meeting.
  - c) An Officer must receive majority of the votes to be declared elected.
3. Presidents and Vice Presidents shall be limited to no more than three consecutive years in any one office.
4. No township director shall serve more than 5 consecutive one year terms, except those directors who have been elected to the office of 1st Vice, 2nd Vice or President.
5. The fiscal year of the Federation shall be from October 1st each year until September 30th of the following year.

### ARTICLE 9: Duties of the Board

1. A quorum shall be 50% or more of the total elected directors.
2. At the first meeting of the Board following the annual meeting the Board shall set out the following Standing Committees:
  - i. Executive Committee
  - ii. Finance Committee
3. The board may at any meeting appoint any other committees deemed necessary by the Board and name the chair and prescribe the terms of reference for those committees.
4. All matters shall be dealt with by the Board of Directors, except discretionary matters which may be dealt with by any two of the three Presidents and/or Executive Committee as deemed necessary.
5. The Board of Directors may require any person, who receives or has control of property or funds of the Lambton Federation of Agriculture, to provide suitable bonds.

## LFA Constitution (continued)

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6. The Board shall present an Annual Report of the year's activities at each Annual Meeting, together with a financial statement duly reviewed.
7. The Board shall meet at least every two months, and any director missing two consecutive meetings, unless sick, may be dismissed at the discretion of the Board and replaced by the township he/she represents, or by the County Board of Directors.
8. The record of the attendance of each Director shall be presented in the Annual Report
9. The office of the Lambton Federation of Agriculture may be situated as the Board of Directors may from time to time decide.
10. In carrying out his/her responsibilities, each Director shall:
  - a. Act honestly and in good faith with a view to the best interests of the Federation
  - b. Exercise the care, diligence and skill that a reasonable prudent person would exercise in comparable circumstances.
  - c. Declare conflict of interest at first opportunity and thereafter not to vote or participate in discussions of matter. The event shall be recorded in the minutes. Conflict of interest is defined as a Director who stands to gain or lose financially or otherwise by his/her decision in the form of money, gifts, etc. in an amount considered more or less than the general membership.
  - d. Directors of the Board are protected from consequences of decisions provided decisions are made:
    - i. With due care
    - ii. On the basis of all material information reasonably available
    - iii. Honestly and in the best interest of the Lambton Federation of Agriculture

### ARTICLE 10: Standing Committees on the Board

1. Executive Committee shall consist of:
  - a. President
  - b. 1st and 2nd Vice Presidents
  - c. Past President
  - d. One Regional Director
  - e. Two appointed members of the Board of Directors for the Lambton Federation of Agriculture
2. The Executive Committee shall:
  - a. Exercise the full powers of the Board in all matters of administrative urgency, reporting every action at the next meeting of the Board
  - b. Study and advise or make recommendations to the Board on any matter as directed by the Board



3. Finance Committee shall:
  - a. President
  - b. 1st and 2nd Vice Presidents
  - c. Three Directors already elected by the board
4. The Finance Committee shall:
  - a. Study and recommend to the Board for its approval a detailed annual budget for the ensuing year as per **Article 3, Sec. 3 (b)**
  - b. Inform and advise the Board on financial matters as requested
5. All Standing Committee meetings shall:
  - a. Be held at the call of the Committee Chair or President or at the request of the Board
  - b. Minutes shall be kept for all Standing Committee meetings. Guest may attend at the invitation of the Chair
  - c. Advise or make recommendations to the Board for approval

## ARTICLE 11: Standing Committees on the Board

1. The Lambton Federation of Agriculture will call a special or general meeting or render any services that they may be able to supply, upon receiving a reasonable request from Lambton County organizations, agricultural producers, marketing associations, marketing boards, and commodity groups, subject to the approval of the Board.
2. Special members meeting shall be called by the Board upon receiving a written request signed by 20 members.

## ARTICLE 12: Non-Political Organizations

1. Lambton Federation of Agriculture shall not become a partisan political organization, nor shall the Federation nor any of its committees discuss any matter from a partisan political point of view.

## ARTICLE 13: Amendments to the Constitution

1. The Directors may from time to time amend the by-laws of the County Federations: but such amendments shall not be valid until sanctioned at the general meeting of the Lambton County Federation of Agriculture by a majority of the votes cast.
2. Notice of Proposed alterations to the Constitution or by-laws must be in the hands of the Secretary at least 10 days preceding the Annual or Special Meeting at which time such alterations are to be considered. The proposed alterations shall be clearly specified in writing.
3. Notice of proposed alterations to the Constitution or by-laws must be given to each Member at least five days preceding the Special or Annual Meeting at which such alterations are to be considered

## Facts you should know about OFA:

- ✓ OFA is the largest farm organization in Ontario with **over 37,000 members** and supporters in 2013.
- ✓ OFA has been advocating for farmers for **nearly 80 years** and its origins can be traced back to the agrarian movement of the early 1900's.
- ✓ OFA's strength locally comes from the work of **52 county federations**.
- ✓ OFA gathers the perspective of farmers across the province via the **Policy Advisory Council (PAC)** to help the OFA board develop policy. The PAC meets 4 times a year. The councilors are elected annually by OFA members at a local meeting in each county i.e. the LFA regional meeting. OFA convention delegates are also elected at this meeting.
- ✓ Some **25 commodity** organizations are actively associated with OFA and lend their unique perspective to policy development by the OFA board. On matters that are specific to a commodity, OFA will defer to that commodity and may play a supportive advocacy role, if requested.
- ✓ The activities of the OFA are governed by **18 Board Directors** elected from across the province for 3-yr terms. The executive of OFA consists of the President, two Vice Presidents elected at the OFA convention and an Executive Member elected by the board.
- ✓ OFA has a field force of **21 staff (Member Service Representatives)** to assist members with issues and to help facilitate the activities of county federations and the OFA locally.
- ✓ OFA's **Policy Research** group consists of **7 staff** that handle multiple policy files and actively network with people and committees. They inform the OFA board in key policy areas. Research staff also provide support to MSRs on member issues.
- ✓ OFA has an active **Member Benefits program** that offers exclusive value to members such as huge discounts on Ram trucks and other Chrysler products.
- ✓ OFA is a key supporter of our national farm organization, the **Canadian Federation of Agriculture (CFA.)**





# Farm Figures for Lambton

## Farms, 2011 Census (number)

|                                 |       |
|---------------------------------|-------|
| Total                           | 2,153 |
| Reporting under 53 hectares     | 992   |
| Reporting 53 to 161 hectares    | 728   |
| Reporting 162 hectares and over | 433   |



**\$ 624 M** in farm gate sales!  
 ⇒ 2,150 farmers care for over 590,000 acres  
 ⇒ 54% of farms have 130 acres or more of land  
 ⇒ Grains & Hogs- the 2 top commodities

## Hired Farm Labour, 2011 Census (weeks)

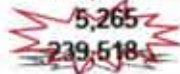
|            |        |
|------------|--------|
| Year round | 15,108 |
| Seasonal   | 17,211 |
| Total      | 32,319 |



Farm Cash Receipts for Main Commodities, Lambton, 2013 (Total = \$623.7 million)

## Land Use, 2011 Census (hectares)

|                                     |         |
|-------------------------------------|---------|
| Land in crops                       | 207,621 |
| Summerfallow land                   | 87      |
| Tame or seeded pasture              | 3,932   |
| Natural land for pasture            | 3,388   |
| Christmas trees, woodland & wetland | 19,225  |
| All other land                      | 5,265   |
| Total area of farms                 | 239,518 |



## Greenhouse Area, 2011 Census (square metres)

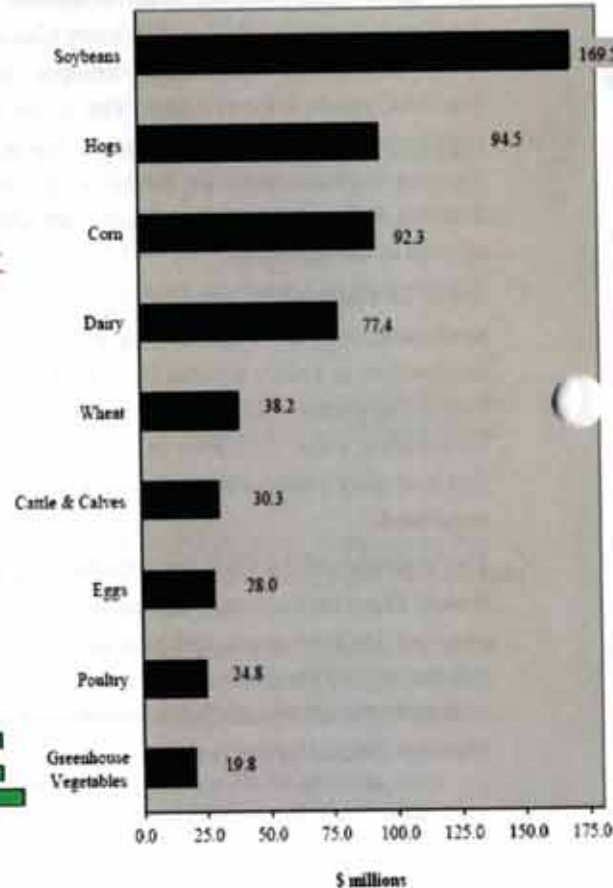
|                                   |         |
|-----------------------------------|---------|
| Total area under glass or plastic | 244,729 |
|-----------------------------------|---------|

OFA connection estimate = 94%\*

\* # of Lambton OFA members/\$10K+ farmers X 100

## Total Gross Farm Receipts, 2011 Census (farms reporting)

|                            |     |
|----------------------------|-----|
| Under \$10,000             | 213 |
| \$10,000 to \$24,999       | 383 |
| \$25,000 to \$49,999       | 380 |
| \$50,000 to \$99,999       | 363 |
| \$100,000 to \$249,999     | 391 |
| \$250,000 to \$499,999     | 217 |
| \$500,000 to \$999,999     | 109 |
| \$1,000,000 to \$1,999,999 | 65  |
| \$2,000,000 and over       | 32  |



Sources: Lambton at a Glance, OMAF MRA using the 2011 Census data

# Agriculture: Ontario's Economic Engine

Ontario's farming sector has a huge impact on our economy. Here are the numbers.

## Primary agriculture – on the farm

**\$13.7B**

Agriculture contributes \$13.7 billion to Ontario's annual GDP



158,000 jobs are generated by the farm sector

**\$8.1B**

\$8.1 billion in wages and salaries are supported by Ontario farms

## Along the value chain



More than 70% of Ontario farm products remain within the province

**\$12B**

Ontario farms spend almost \$12 billion on farm inputs



58% of those jobs are located in rural areas

**\$1.4B**

Ontario's farm sector generates \$1.4 billion in provincial tax revenues

**\$21,300,000,000**

Ontario's food and beverage processors contributed \$21.3 billion to the province's GDP in 2012

## Rural Ontario – in the community



Rural Ontario is home to 70% of Ontario's farm sector employment



The farm sector is a driving force behind the province's rural economy accounting for 12.3% of rural Ontario GDP



Food processing directly employs more than 91,000 workers across Ontario and more than 193,000 secondary jobs in other areas of the economy

Source: Economic Contribution of the Ontario Farm Sector, October 2013 by JRG Consulting Group