



Agricultural and Rural Life Advisory Committee

Terms of Reference – Summary

PURPOSE

Under the provision of the *Agricultural Service Board Act*, Section 8(1), Parkland County Council has appointed an advisory committee with respect to any matter related to agriculture. The Agricultural and Rural Life Advisory Committee appointed under this section shall act in an advisory capacity to Parkland County's Agricultural Service Board.

LEGISLATIVE AUTHORITY

Agricultural Services Board Act, Section 5.

REPORTS TO

Agricultural Service Board.

MEMBERSHIP

Two members of Council – the Chairperson and Vice-Chairperson of the Agricultural Service Board. One resident from each electoral division in the County and up to two **public members-at-large that may include** youth members.

TERM OF OFFICE

County Council appoints divisional representative members for a three-year terms beginning January.

County Council appoints public members at-large and youth members for a one-year term beginning January.

~~Three year rotation for public members. County Council appoints members for a three year term beginning January. Youth member term is September to June.~~

~~The divisional representatives~~ **Public members and representatives** are ~~also~~ appointed annually by Council to the Soil Conservation Act Appeal Committee, the Weed Control Act Appeal Committee, and the Agricultural Pests Act Appeal Committee, to hear and decide on appeals against orders issued under the Soil Conservation Act, Weed Control Act, and Agricultural Pests Act.

CHAIRMANSHIP

The Chairperson will be the appointed Council member or alternate member of Council. The chairperson and vice-chairperson shall be elected at the first meeting of each year to serve a one-year term.

MEETINGS

Six meetings per year. The Agricultural Committee Chairperson may call special meetings.

TERMS OF REFERENCE

See attached.

ADMINISTRATIVE RESPONSIBILITY

General Manager of Community Services



AGRICULTURAL AND RURAL LIFE ADVISORY COMMITTEE TERMS OF REFERENCE

Purpose

Under the provision of the *Agricultural Service Board Act*, Section 8(1), Parkland County Council has appointed an advisory committee with respect to any matter related to agriculture. The Agricultural and Rural Life Advisory Committee appointed under this section shall act in an advisory capacity to Parkland County's Agricultural Service Board.

1. Name of the Committee

- (a) In these terms of reference, "Committee" shall mean "Agricultural and Rural Life Advisory Committee".

2. Committee Composition and Method of Appointment

- (a) (i) The Committee shall consist of one resident from each of the electoral divisions as well as up to two **public members-at-large that may include** youth members who shall be appointed by resolution of Council, along with the Chairperson and Vice-Chairperson of the Agricultural Service Board or his/her designate.
 - (ii) The divisional representative shall be appointed for a period of three years. Readjustment of a period of appointment may be made as required by resolution of Council. The term of membership shall commence in January.
 - (iii) The **public members-at-large that may include** youth **representative(s)** shall be appointed for a period of one-year only (**September to June January to December**), will be a County resident and **the youth member(s) will** be a high school student **who** **This person will also be** is required to have parental and school permission.
- (b) All members shall remain in office until their respective successors are appointed.
 - (c) In the event of a vacancy occurring, the person appointed to fill such vacancy shall hold office for the remainder of the term concerned in the vacancy, which has arisen.
 - (d) The divisional representatives shall be residents of the electoral division from which they are appointed, and shall remain members only during the time they continue to be residents of said division.

- (e) Parkland County's Public Committee Members Policy C-AD26 provides for the selection, appointment, removal, remuneration, and recognition of public committee members.
- (f) Representatives from County Administration and one representative from the Provincial Local District Specialist Office may attend all meetings of the Committee. Directions to these staff persons are to be carried out through resolutions to the Agriculture Service Board.
- (g) The Chief Administrative Officer or delegate may designate a person to be secretary to the Committee. The secretary shall not be a member and may not vote on any matter but may act as a resource to the committee.
- (h) The Division 6 Representative may sit as a member of the WCFA Board of Directors.

3. Role of the Committee

- (a) The Committee shall, on an annual basis review the Terms of Reference for the committee, and identify goals and priorities based on the outcomes of the Council's annual strategic planning retreat.
- (b) The actions of the committee are to align with Council's vision and assist in the execution of Council's goals as identified in the Strategic Plan.
- (c) Provide advice on issues and concerns arising from existing or proposed County agricultural and rural policies.
- (d) Provide advice on matters as they arise with respect to rural and agricultural development.
- (e) Provide advice on the implementation of Provincial and Federal legislation, policies, and guidelines related to the agricultural industry.
- (f) Mediate complaints related to agricultural practices.
- (g) The Committee shall make the Agricultural Service Board of Council aware of the needs and concerns of the County related to agricultural and horticultural matters through resolutions and recommendations to the Agricultural Service Board.
- (h) The Committee may annually review the existing agricultural programs and proposed budget to determine whether they are meeting the needs of County residents.
- (i) The Committee may assist the Provincial Local District Specialist Office staff and the County Agricultural Department with planning and promotion of programs, which affect the County.
- (j) Neither the Committee or any members thereof shall have the power to pledge the credit of the County in connection with any matters whatsoever nor shall the Committee nor any member thereof have any power to authorize any expenditure to be charged against Parkland County.

- (k) The Chairperson shall, on an annual basis, make a presentation to Council, either in writing or by formal presentation, regarding the work undertaken and the accomplishments to date of the committee.

4. Role and Duties of Committee Members

- (a) Committee members shall act in an advisory capacity between the rural residents and the County Agricultural Service Board by providing information and concerns from the rural area related to agricultural and horticultural matters.
- (b) **Public members and representatives** ~~The divisional representatives~~ are appointed annually, at the Council Organizational Meeting, to the Soil Conservation Act Appeal Committee, the Weed Control Act Appeal Committee, and the Agricultural Pests Act Appeal Committee, to hear and decide on appeals against orders issued under the Soil Conservation Act, Weed Control Act, and Agricultural Pests Act.

5. Roles and Duties of Administration

- (a) Administration shall orientate public committee members with regards to the Terms of Reference and roles of committee members and administration.
- (b) Administration shall attend meetings to provide guidance and assistance in accordance with the Terms of Reference, and to take minutes.
- (c) Agendas will be prepared by administration, in consultation with the appointed Council member who serves as Chairperson, which will be provided to all members one week in advance of the meeting.

6. Conduct of Meetings

- (a) The Chairperson and Vice-Chairperson shall be elected at the first meeting of each year to serve a one-year term.
- (b) Regular meetings of the Committee shall be six (6) meetings per year at a time and place as determined by the Committee. The Agricultural Service Board Chairperson may call special meetings. The Agricultural Service Board may determine the time and place of the special meetings.
- (c) All members of the Committee including the Council representative shall vote on any question. In the event of a tie, the motion is lost.
- (d) A quorum of Committee shall be a majority of members of the Committee.