

Agricultural Service Board Terms of Reference Update

#	Section	Proposed Changes	Rationale
1.	Format	<ul style="list-style-type: none"> ▪ Add summary page and increase number of subtitled sections 	<ul style="list-style-type: none"> ▪ Improve ease of reference and document clarity
2.	Purpose	<ul style="list-style-type: none"> ▪ Reduce content and refer to current Strategic Plan 	<ul style="list-style-type: none"> ▪ Improve clarity and increase relevancy
3.	Roles and Responsibilities	<ul style="list-style-type: none"> ▪ Reduce frequency of Council reporting to 1-2 times annually, unless requested ▪ Clarified wording for appeal panel role 	<ul style="list-style-type: none"> ▪ Improve efficiency ▪ Comply with Provincial regulations
4.	Membership	<ul style="list-style-type: none"> ▪ Reduce Council membership from 3 to 2 ▪ Include requirement for members to "demonstrate stakeholder interest in the agricultural industry in Parkland County 	<ul style="list-style-type: none"> ▪ Ensure membership is representative
5.	Meetings	<ul style="list-style-type: none"> ▪ Update Bylaw reference ▪ Reduce minimum requirement to 4 annually and add maximum 	<ul style="list-style-type: none"> ▪ Allow for flexibility and accurate budgeting
6.	Additional sections	<ul style="list-style-type: none"> ▪ Support resources, chairmanship, decision making, minutes, conflict of interest and confidentiality, roles and duties of administration 	<ul style="list-style-type: none"> ▪ Increase clarity, no change from current processes