

Topic: Agricultural Services Board (ASB) Terms of Reference and Work Plan**Introduction:**

Review of ASB Terms of Reference and Work Plan

Facts (Background Information):

Council implemented a new Committee structure in 2017. Bylaw 2016-22 was passed establishing the Economic Diversification Committee, Community Sustainability Committee and the Agricultural Services Board.

The purpose of these committees was to:

1. Support implementation of the Strategic Plan;
2. Provide community input into the Council decision making process;
3. Provide business/industry expertise; and
4. Ensure appropriate governance.

Council set a Terms of Reference and established a Work Plan for each Committee providing direction and guidance on work they were asking the Committees to do.

Committee appointees were brought together in May of 2017 for orientation; with each Committee beginning work at different times following that.

Analysis:

There was a delay in setting the first meeting with the ASB due to Administration resourcing and challenges. First meeting was held in November where Terms of Reference and Work Plan were reviewed along with the Future of Agriculture Study for their review. The ASB met again in December where they reviewed resolutions being taking for consideration at the upcoming Provincial conference. The Committee discussed the Work Plan and Future of Ag Study and felt clarity was required; there was a level of uncertainty with what they were being asked to do.

Administration feels this is an opportune time to review the Terms of Reference and Work Plan for all committees including the ASB. The intent to ensure that the Committees are carrying out the work Council needs them too; and that the Committees are clear on what they are being asked to do.

Administration has reviewed the ASB Terms of Reference and Work Plan and has identified a few initial revisions to be considered by Council and Committee; and is looking for additional feedback and direction from Council that can be taken back to the ASB for their review and discussion.

The plan, once the ASB has reviewed, is to bring back a revised Draft Terms of Reference and Work Plan for Councils consideration and decision. Administration will look to coordinate this work for all committees so Council is being presented with proposed revisions to the Terms of Reference and Work Plans for all three committees at the same meeting.

In regards to the ASB Terms of Reference (attached) there is one revision Administration is proposing:

- Remove 1g which states “The Board will hear and determine appeals pursuant to section 37 of the Parkland County General Traffic Bylaw No. 46-2006.”
 - o Rationale – This was initially added as the intent was to remove Council from having to deal with appeals from this bylaw. In discussion with Legal Counsel we are considering another forum for these types of appeals outside of council. We would look to add appeals to the Animal Control Bylaw and Community Standards Bylaw as well to be managed through this other forum. This allows ASB to focus on the areas of focus outlined in the Agricultural Service Board Act.

In regards to the ASB Work Plan (attached) initial revisions being proposed by Administration to Council and Committee are:

- Remove “The Board will hear and determine appeals pursuant to section 37 of the Parkland County General Traffic Bylaw No. 46-2006.” From section 1.3
 - o Rationale – stay in line with proposed change in Terms of Reference
- Change in Administration supports and resources in Sections 3.2 and 6.1
 - o Rationale – reflect change in staffing supports to Board
- Add “Agricultural Services Program and Services Review”
 - o The intent of this piece of work is to answer questions that can help set direction for Ag Services in Parkland County
 - Where are we at in terms of agriculture in the County; what is our current state?
 - What are we doing to support agriculture? What is legislated? What isn’t?
 - Are we doing the right things?
 - Are there other things we should be doing?
 - How can we best deliver our services?
 - o This work would be managed by staff with some external support and draw upon plans and studies already completed like the ICSP, Future Of Ag Study etc., as well as targeted engagement utilizing the ASB as an Advisory Committee and drawing upon existing resources such as ALUS – PAC, and County Departments including Planning and Development, Economic Diversification and of course Agricultural Services
- Add “Provide input on regional and provincial agriculture policy”
 - o ASB’s are asked to review and provide support or nonsupport to resolutions put forth by fellow Boards for consideration at Regional and Provincial levels that set policy. This is a deliverable that needs to be added as it reflects this piece of work that the ASB already does.

- Add “Recommendations for 2018 work plan”
 - o This is identified in the Community Sustainability Committees Work Plan but not for the other two Council Committees. Each of the Committees is reviewing their Terms of Reference and Work Plan; so this work should be reflected in the deliverables for each of the committees.

Each of the Committees is/will be reviewing their Terms of Reference and Work Plans paying specific attention to Objectives and Deliverables. There may also be some housekeeping adjustments to clarify and streamline the format of the work plan that Administration will look to address.

The intent today was to highlight some changes proposed by Administration and seek feedback from Council on those, as well as on any other pieces of the Terms of Reference or Work Plan that they would like feedback from the ASB on.

Alternatives:

1. Council may provide alternate direction to Administration.

Conclusion/Summary:

Administration supports the proposed motion.

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