

# Agricultural Service Board

## 2017 Work Plan

## Document History

| Version | Author          | Date             | Summary of Changes    |
|---------|-----------------|------------------|-----------------------|
| 0.1     | Doug Tymchyshyn | January 10, 2017 | Original version      |
| 0.1     | Arlan Delisle   | February 9, 2017 | Changes to section 3. |

## Distribution

| Name | Function |
|------|----------|
|      |          |
|      |          |

## Table of Contents

|          |   |          |
|----------|---|----------|
| <b>1</b> | <b>Board Overview .....</b>                     | <b>4</b> |
| 1.1      | Purpose .....                                   | 4        |
| 1.2      | Function .....                                  | 4        |
| 1.3      | Objectives and Duties .....                     | 4        |
| <b>2</b> | <b>Scope .....</b>                              | <b>4</b> |
| 2.1      | Constraints .....                               | 4        |
| 2.2      | Success Criteria and Key Outcomes .....         | 5        |
| <b>3</b> | <b>Structure, schedule and governance .....</b> | <b>5</b> |
| 3.1      | Stakeholders .....                              | 5        |
| 3.2      | Support Team .....                              | 6        |
| 3.3      | Deliverables .....                              | 6        |
| 3.4      | Milestones .....                                | 6        |
| 3.5      | Reporting and Tools .....                       | 7        |
| <b>4</b> | <b>Related Projects .....</b>                   | <b>7</b> |
| <b>5</b> | <b>Risks .....</b>                              | <b>7</b> |
| <b>6</b> | <b>Resource Requirements .....</b>              | <b>7</b> |
| 6.1      | Staff .....                                     | 7        |
| 6.2      | Budget .....                                    | 7        |
| 6.3      | Costs .....                                     | 8        |
| <b>7</b> | <b>Approval.....</b>                            | <b>9</b> |

## 1 Board Overview

### 1.1 Purpose

Parkland County's Strategic Plan identifies Agriculture as a Strategic Priority Area. The purpose of this Board is to consider matters relating to Agriculture, its alignment with the Strategic Goals set out in the Strategic Plan, and advise Council of its recommendations. Further the Board serves as Parkland County's Agricultural Service Board (ASB) under the provisions of the Agricultural Service Board Act RSA 2000, c. A-10.

### 1.2 Function

The Board will make recommendations to Council Committee of the Whole that help achieve Council's annual strategic priorities for the Board. The annual strategic priorities will be determined at Council's annual strategic planning session. The Board will provide advice to Administration regarding plans and concepts referred to it by Council. The Board may recommend to Council changes to the Terms of Reference. Any scope changes beyond paragraph 3.3 of this Work Plan must be approved by Council.

### 1.3 Objectives and Duties

The Agriculture related objectives and duties are:

- i. To engage with our agricultural community and post-secondary institutions to create opportunities for diversity, innovation and entrepreneurship; and
- ii. To support the agricultural sector to create a strong, diverse and resilient industry.

The Agricultural Service Board duties set out in the Agricultural Service Board Act RSA 2000, c. A-10 are:

- i. To act as an advisory body and to assist Council and the Minister, in matters of mutual concern;
- ii. To advise on and to help organize and direct weed and pest control and soil and water conservation programs;
- iii. To assist in the control of animal disease under the Animal Health Act;
- iv. To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
- v. To promote and develop agricultural policies to meet the needs of the municipality.

The Board will be the appeal panel to determine appeals of inspector's notices, local authority's notices, and perform the duties of an appeal panel set out in the Weed Control Act SA 2008 c. W5.1. The Board, when sitting as the appeal panel, will not include the Councillor as a member of the appeal panel.

The Board will be the committee to hear and determine appeals pursuant to the Agricultural Pests Act RSA 2000 c. A-8.

The Board will be the appeal committee to hear and determine appeals pursuant to the Soil Conservation Act RSA c. S-15.

The Board will hear and determine appeals pursuant to section 37 of the Parkland County General Traffic Bylaw No. 46-2006.

## 2 Scope

The Board has an advisory role with no decision making authority. In its appeal committee/appeal panel role the Board will hear and decide appeals in accordance with the particular Act or Bylaw.

### 2.1 Constraints

The Board does not have the power to:

- i. Enter into agreements;
- ii. Spend money;

- iii. Direct county employees; or
- iv. Bind or obligate the County in any other manner.

## 2.2 Success Criteria and Key Outcomes

The Board will be deemed a success if:

| Success Criteria                 | Key Outcome   |
|----------------------------------|---|
| Board support and services       | Sufficient financial and administrative support and services available                                |
| Stakeholder engagement           | Stakeholder feedback obtained , evaluated and implemented through information and education campaigns |
| Work plan expectations met       | Accomplishing and reporting work plan deliverables  |
| Deliver on time                  | On schedule and on budget   |
| Defensible appeal decisions      | 100% of board decisions comply with administrative law and the rules of natural justice               |
| Advice and recommendation uptake | 75% of board advice and recommendations adopted by Council  |
| Stakeholder satisfaction         | Overall deliverable satisfaction identified during annual stakeholder survey                          |

## 3 Structure, schedule and governance

The Board may have up to 9 members, up to 3 of which may be Councillors. Councillors will be appointed annually at the Council Organizational Meeting. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.

Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in agriculture areas including, but not necessarily limited to, beef, cereals/oil seeds, equine, horticulture, market garden/farm gate, and post-secondary education will be encouraged to apply. Members are not required to be a resident of Parkland County, however Council would prefer to have a member from each County Electoral Division.

Council may at its discretion, by resolution, revoke the appointment of any Member. Council may by resolution fill any vacancy that may arise during a term.

Members will be required to read and adhere to the Code of Conduct, Workplace harassment and Health & Safety policies of Parkland County while acting as members of the Board.

Meetings will be open to the public and conducted in accordance with the Parkland County Meeting Procedure Bylaw 2015-06, except for as may be varied by the Terms of Reference. The Board shall hold meetings 6 times per year, or as otherwise called by the Chairperson.

At the first meeting in each calendar year the Board will elect a Chairperson and Vice Chairperson. A majority of the appointed Members will be quorum. The majority vote of those Members present at a meeting shall constitute a decision of the Board.

The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Board.

### 3.1 Stakeholders

| Name/Department                    | Role                                    |
|------------------------------------|---|
| Council                            | Approve committee work plan annually    |
| Chief Administrative Officer (CAO) | Advise Council on work plan development |

|                            |   |
|----------------------------|---|
| Executive Committee        | Recommend annual committee deliverables |
| General Managers           | Advise committee on achieving work plan |
| Parkland County employees  | Administratively support the committee  |
| Parkland County residents  | Provide feedback on deliverables        |
| Parkland County businesses | Provide feedback on deliverables        |

### 3.2 Support Team

| Name                | Role                   | Business Area                |
|---------------------|------------------------|------------------------------|
| Arlan Delisle       | Executive Sponsor      | Legal & Legislative Services |
| Legislative Officer | Administrative Support | Legislative Services         |

### 3.3 Deliverables

| Item  | Description  |
|---|--|
| Agricultural Impact Assessment process and Terms of Reference advice and recommendations  | Review the process and Terms of Reference to determine if a development proposal will affect existing and future agricultural activities to develop advice and recommendations |
| Future of Agriculture Study advice and recommendations                                    | Review project, obtain feedback from stakeholders, and apply member expertise, to develop advice and recommendations on community needs  |
| Small agriculture holdings priorities advice and recommendations                          | Evaluate small agriculture holdings, obtain feedback from stakeholders, and apply member expertise, to develop priorities, advice, and recommendations on community needs      |
| Land Evaluation Site Assessment process and Terms of Reference advice and recommendations | Review the process and Terms of Reference to determine the suitability of a proposed development on agricultural lands to develop advice and recommendations                   |
| Conduct appeal hearings   | Hear delegated appeals, evaluate evidence and issue decisions  |
| Board metrics for success advice and recommendations                                      | Review and verify board metrics of success to develop advice and recommendation on board needs   |

### 3.4 Milestones

| Item             | Description  | Estimated timeline             |
|------------------|--|--------------------------------|
| Interim Report   | Report Committee activities to Committee of the Whole                  | End of Q2                      |
| Interim Report   | Report Committee activities to Committee of the Whole                  | End of Q3                      |
| Final Report     | Provide Committee advice and recommendations to Committee of the Whole | End of Q4                      |
| Appeal Decisions | Written appeal hearing decisions issued to affected parties            | Within legislated requirements |

### 3.5 Reporting and Tools

The Board will report through the Council Committee of the Whole 2 to 3 times per year.

## 4 Related Projects

What other projects are underway that could affect this project?

- Completion of the Municipal Development Plan
- Land Use Bylaw Review/Refresh
- Future of Agriculture Study
- ALUS program
- Alberta Open Farm Days

## 5 Risks

| Description  | Probability | Impact | Mitigation Factors  |
|--|-------------|--------|---|
| Council's expectations about the deliverable are not met | M           | H      | Interim and final reporting to Council of board findings              |
| General Manager's expectations are not met               | M           | H      | Build risk-based thinking and behaviour                               |
| Resistance from stakeholders and board members           | M           | H      | Thorough stakeholder engagement and board expertise                   |
| Non-compliant appeal hearings                            | H           | H      | Provide quasi-judicial appeal boards training to public board members |

## 6 Resource Requirements

### 6.1 Staff

| Name          | Role                   | Time Commitment (Approximate Hours) |
|---------------|------------------------|-------------------------------------|
| Arlan Delisle | Executive Sponsor      | 100                                 |
| Barb Williams | Administrative Support | 50                                  |
| Lois Tyerman  | Administrative Support | 50                                  |

### 6.2 Budget

| Deliverable Phase   | Approved Budget | % of Budget | Comments |
|---|-----------------|-------------|----------|
| Agricultural Impact Assessment process and Terms of Reference advice and recommendations  |                 |             |          |
| Future of Agriculture Study advice and recommendations                                    |                 |             |          |
| Small agriculture holdings priorities advice and recommendations                          |                 |             |          |
| Land Evaluation Site Assessment process and Terms of Reference advice and recommendations |                 |             |          |
| Appeal hearings and decisions   |                 |             |          |

Committee metrics advice and recommendations



### 6.3 Costs

| Item             | Description   | Cost        |
|------------------|---|-------------|
| Meeting Per Diem | 3 Council and 6 public members attending 6 meetings; 6 public members attending 3 appeal hearings | \$25,000.00 |

## 7 Approval

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Name:  
Title:

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Date

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Name:  
Title:

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Date

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Name:  
Title:

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Date