

TERMS OF REFERENCE

Agricultural Service Board

1. Purpose

- a. Parkland County's Strategic Plan 2040 and Beyond Identifies Strategic Economic Diversification and Respected Environment as Strategic Priority Areas. The purpose of this Board is to consider matters relating to Agriculture, specifically matters related to Strategic Economic Diversification and Respected Environment, their 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.
- b. The Strategic Economic Diversification Guiding Principles and Broad Objectives are:
 - i. To recognize and champion the importance of agriculture for its economic, environmental, and community contributions and be committed to ensuring its long term viability in the County through
 - 1 Solidifying Parkland as a leader in the region on agricultural and value added agricultural enterprises;
 - 2 Supporting the agriculture sector to ensure a strong, diverse, and resilient industry;
 - ii. To be a region that supports the local economy, including the agriculture, tourism, entrepreneurial, and industrial sectors through;
 - 1 Enhancing business support services to our local business community to foster innovation, promote entrepreneurship, and manage risk;
 - 2 Continuing to ensure Parkland is a major industrial and commercial region;
 - 3 Positioning Parkland County as a leader in the Green Economy.
 - iii. To effectively pursue and manage new opportunities to stimulate economic growth, increase investment, and diversify our long term economic bases through;
 - 1 Proactively pursue opportunities in key market segments including supply chain and logistics, value added food and agriculture production, manufacturing and information and communication technologies;
 - 2 Developing the road and infrastructure network to ensure safe and efficient movement of traffic, goods and services through Parkland County;

- 3 Maintaining a business friendly environment ensuring economic development opportunities, providing supports and treating our stakeholders as partners.
- c. The Respected Environment related Guiding Principles are:
- i. To be a regional leader in setting and achieving high standards of environmental sustainability in both our own practices, and by encouraging and enabling the practices of our partners through;
 - 1 Ensuring the completion of watershed plans and developing practical, reasonable implementation schedules;
 - 2 Leading the region in the protection of agricultural and land policies that support success for producers;
 - 3 Intervening and acting to protect Parkland’s eco-system against potential threats, when necessary.
 - ii. To responsibly manage growth to protect our region’s biodiversity and the natural environment, while supporting a balance of land uses and strategic development through;
 - 1 Transparency and engagement with the community on land use plans;
 - 2 Balancing the need for managing natural resource extraction while preserving the landscape ecology;
 - 3 Ensuring effective management planning for county-owned lands.
- d. 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.
- e. 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.

- f. The Board will be the committee to hear and determine appeals pursuant to the *Agricultural Pests Act* RSA 2000 c. A-8.
- g. The Board will be the appeal committee to hear and determine appeals pursuant to the *Soil Conservation Act* RSA c. S-15.

2. Function

- a. In its advisory role the Board will consider matters referred to it by:
 - i. Council;
 - ii. Administration;
 - iii. Residents;
 - iv. the Board;
- b. 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.
- c. The Board will report through the Council Committee of the Whole 2 to 3 times per year. The Committee may recommend changes to the Terms of Reference.
- d. In its appeal committee/appeal panel role the Board will hear and decide appeals in accordance with the particular Act or Bylaw.

3. Limitations

- a. 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 matter.

4. Membership

- a. The Board may have up to 9 members, up to 3 of which may be Councillors.
- b. Councillors will be appointed annually at the Council Organizational Meeting.
- c. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.
- d. 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.
- e. Members are not required to be a resident of Parkland County.

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

5. Meetings

- a. 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 this Terms of Reference.
- b. The Board shall hold meetings 6 times per year, or as otherwise called by the Chairperson.
- c. At the first meeting in each calendar year the Board will elect a Chairperson and Vice Chairperson from among the public members.
- d. A majority of the appointed Members will be quorum.
- e. The majority vote of those Members present at a meeting shall constitute a decision of the Board.
- f. The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Board.