

## Agricultural Service Board

### Terms of Reference

#### 1. Purpose

- a. 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.
- b. The Agriculture related Strategic Goals 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.
- c. 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.
- d. 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.
- e. The Board will be the committee to hear and determine appeals pursuant to the *Agricultural Pests Act* RSA 2000 c. A-8.

- f. The Board will be the appeal committee to hear and determine appeals pursuant to the *Soil Conservation Act* RSA c. S-15.
- g. The Board will hear and determine appeals pursuant to section 37 of the *Parkland County General Traffic Bylaw* No. 46-2006.

## **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.
- 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 7 members, 1 of which will be a Councillor.
- 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 2 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.
- 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.

*Last Revised:*

*Council Approved:*