



Agricultural and Rural Life Advisory Committee Terms of Reference

Purpose

Under the provision of the *Agricultural Service Board Act*, Section 8(1), Parkland County Council has appointed an advisory committee with respect to any matter related to agriculture. The Agricultural and Rural Life Advisory Committee appointed under this section shall act in an advisory capacity to **Parkland County's** Agricultural Committee **Service Board** of the County.

~~Now therefore, the Council of Parkland County in a regular meeting duly assembled adopted the following terms of reference for the Agricultural Advisory Committee:~~

1. Name of the Committee

- (a) In these terms of reference, "Committee" shall mean "Agricultural **and Rural Life Advisory** Committee".

2. Committee Composition and Method of Appointment

- (a) (i) The Committee shall consist of one resident from each of the electoral divisions as well as up to two youth members who shall be appointed by resolution of Council, along with the Chairperson and Vice-Chairperson of the Agricultural **Service Board** Committee or his/her designate.
- (ii) The divisional representative shall be appointed for a period of three years. Readjustment of a period of appointment may be made as required by resolution of Council. The term of membership shall commence in January following appointment and shall terminate in December of the third year.
- (iii) The youth representative shall be appointed for a period of one year only (September to June), will be a County resident and be a high school student. This person will also be required to have parental and school permission.
- (b) All members shall remain in office until their respective successors are appointed.
- (c) In the event of a vacancy occurring, the person appointed to fill such vacancy shall hold office for the remainder of the term concerned in the vacancy, which has arisen.

- (d) The divisional representatives shall be residents of the electoral division from which they are appointed, and shall remain members only during the time they continue to be residents of said division.

(e) Parkland County's Public Committee Members Policy C-AD26 provides for the selection, appointment, removal, remuneration, and recognition of public committee members.

~~(f) Any member of the Committee who is absent from three consecutive meetings of the Committee shall (unless such absence be caused through illness or if he/she is authorized by resolution of the Committee entered upon its minutes) forfeit his/her place for the remainder of that term of office.~~

~~(g) Council shall be at liberty to remove and replace any member of the Committee at any time prior to the expiry date of the member's term of office, and any member of the Committee may resign there from at any time upon sending a written notice to Council.~~

~~(h) The members of the Committee shall be paid such honoraria and expenses for attending meetings as the Council by policy may authorize.~~

(i) Representatives from County Administration and one representative from the Provincial Local District Specialist Office may attend all meetings of the Committee. Directions to these staff persons are to be carried out through resolutions to the Agriculture Committee Service Board.

(j) The Chief Administrative Officer or delegate may designate a person to be secretary to the Committee. The secretary shall not be a member and may not vote on any matter but may act as a resource to the committee.

(k) The Division 6 Representative may sit as a member of the WCFA Board of Directors.

3. **Role of the Committee**

(a) The Committee shall, on an annual basis (either at the first meeting of each year or at the first meeting following Council's strategic planning retreat), review the Terms of Reference for the committee, and identify goals and priorities for the following year.

(b) The actions of the committee are to align with Council's vision and assist in the execution of Council's goals as identified in the Strategic Plan.

(c) The Committee shall make the Agricultural Committee Service Board of Council aware of the needs and concerns of the County related to agricultural and horticultural matters through resolutions and recommendations to the Agricultural Committee Service Board.

(d) The Committee may annually review the existing agricultural programs and proposed budget to determine whether they are meeting the needs of County residents.

(e) The Committee may assist the Provincial Local District Specialist Office staff and the County Agricultural Department with planning and promotion of programs, which affect the County.

- (f) Neither the Committee or any members thereof shall have the power to pledge the credit of the County in connection with any matters whatsoever nor shall the Committee nor any member thereof have any power to authorize any expenditure to be charged against Parkland County.
- (g) The Chairperson shall, on an annual basis, make a presentation to Council, either in writing or by formal presentation, regarding the work undertaken and the accomplishments to date of the committee.

4. Role and Duties of Committee Members

- (a) Committee members shall act in an advisory capacity between the rural residents and the County Agricultural Committee Service Board by providing information and concerns from the rural area related to agricultural and horticultural matters.
- (b) The divisional representatives are appointed annually, at the Council Organizational Meeting, to the Soil Conservation Act Appeal Committee, the Weed Control Act Appeal Committee, and the Agricultural Pests Act Appeal Committee, to hear and decide on appeals against orders issued under the Soil Conservation Act, Weed Control Act, and Agricultural Pests Act.

5. Roles and Duties of Administration

- (a) Administration shall orientate public committee members with regards to the Terms of Reference and roles of committee members and administration.
- (b) Administration shall attend meetings to provide guidance and assistance in accordance with the Terms of Reference, and to take minutes.
- (c) Agendas will be prepared by administration, in consultation with the appointed Council member who serves as Chairperson, which will be provided to all members one week in advance of the meeting.

6. Conduct of Meetings

- (a) The Chairperson and Vice-Chairperson shall be elected at the first meeting of each year to serve a one-year term.
- (b) Regular meetings of the Committee shall be six (6) meetings per year at a time and place as determined by the Committee. The Agricultural Committee Service Board Chairperson may call special meetings. The Agricultural Committee Service Board may determine the time and place of the special meetings.
- (c) All members of the Committee including the Council representative shall vote on any question. In the event of a tie, the motion is lost.
- (d) A quorum of Committee shall be a majority of members of the Committee.

~~(e) Committee members, Council and administration may place items on the agenda by forwarding these items to the Manager of Agricultural Services ten (10) days prior to the meeting.~~

*Council Approved: August 22, 2006
Last Revised: December 2013*