



## **Agricultural Service Board (ASB)**

### **Terms of Reference**

#### **Purpose**

Parkland County's 2022-2025 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. Appointed public members of the Board act as the appeal panel for the Alberta Weed Control Act SA 2008 c. W5.1, Agricultural Pests Act RSA 2000 c. A-8, and Soil Conservation Act RSA c. S-15.

#### **Roles and Responsibilities**

1. In its advisory role the Board will consider matters referred to it by Council, Administration, residents and appointed members.
2. The Board will make recommendations to Council or the Governance and Priorities Committee that help achieve Council's annual strategic priorities. 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.
3. The Board will report through the Council or the Governance and Priorities Committee 1 to 2 times per year, unless otherwise requested. The Committee may recommend changes to the Terms of Reference and annual workplan.
4. The Agricultural Service Board duties set out in the Agricultural Service Board Act RSA 2000, c. A-10 are:
  - To act as an advisory body and to assist Council and the Minister, in matters of mutual concern;
  - To advise on and to help organize and direct weed and pest control and soil and water conservation programs;
  - To assist in the control of animal disease under the Animal Health Act;
  - To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
  - To promote and develop agricultural policies to meet the needs of the municipality.
5. In its appeal panel role, Board members will hear and decide appeals in accordance with the particular Act, Regulation, or Bylaw. The appeal panel shall not include Councilors.

### **Limitations**

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.

### **Membership**

The Board will consist of two (2) Councilors and up to seven (7) public members. Council will encourage applications from individuals with a diversity of experience, backgrounds 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, but must demonstrate stakeholder interest in the agricultural industry in Parkland County. Parkland County's Public Committee Members Policy C-AD26 provides standards for the selection, appointment, remuneration, conduct, and recognition of public committee members.

### **Terms of Member Appointments**

Public board members will be appointed by Parkland County Council for a maximum term of four (4) years. Council appointments are made annually at the organizational meeting.

### **Support Resources**

From time to time, representatives of interested groups will be invited to attend meetings to provide input as non-voting guests.

### **Chairmanship**

The Board shall elect a Chair and Vice Chair on an annual basis from among its public members. The Chair's duties will include:

1. Preside at meetings, maintain order and keep the meeting moving;
2. Work closely with the Administration to prepare the agenda;
3. Start and adjourn meetings on time;
4. Prioritize agenda items, schedule them accordingly and adhere to the agenda; accepting only discussion on the agenda topic from the floor;
5. Know and follow the rules of meeting procedure (including parliamentary procedure);
6. Vote on motions presented at meetings;
7. If both the Chair and Vice-Chair are absent from the meeting, an acting Chair will be nominated by the Committee.

### **Decision Making**

Decisions of the Board will be reached by consensus as much as possible, where consensus is defined as "close enough to agreement that there is no formal objection." The Board works primarily to advise Council. If necessary, formal votes will be called on presented motions. The majority vote of those members present at a meeting shall constitute a decision of the Board. Each member, including the Chair, casts one vote and in the event of a tie the motion shall be lost.

**Quorum**

A quorum shall consist of a majority of membership, including both Councilors and appointed public members.

**Minutes**

Minutes will be taken at each meeting in accordance with the Parkland County Committees Bylaw 2016-22, circulated to all Board members with the next meeting agenda, and adopted at the next meeting. Other members of the community expressing interest and support in the Board may receive adopted minutes upon request to administration. Adopted minutes may also be posted on the County's website.

**Meetings**

1. Meetings will be held a minimum of four (4) times, and a maximum of ten (10) times per year, unless requested by Council or the Chief Administrative Officer (CAO).
2. Meetings will be open to the public and conducted in accordance with the Parkland County Committees Bylaw 2016-22, except for as may be varied by this Terms of Reference.
3. The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Board.

**Conflict of Interest and Confidentiality**

Board members will sign and follow the Parkland County Oath and Acknowledgement of Terms of Appointment which limits disclosure of confidential or personal information accessed as a committee member. It requires that board members declare any conflict of interest, and refrain from discussing or voting on any matter before the board for which the member has a pecuniary interest or conflict of interest.

**Roles and Duties of Administration**

1. Administration shall orientate committee members with regards to the Terms of Reference, Annual Work Plan, and roles of committee members and administration.
2. Administration shall attend meetings to provide guidance and assistance in accordance with the Terms of Reference, and to take minutes.
3. Agendas will be prepared by administration, in consultation with the appointed Chairperson, which will be provided to all members one week in advance of the meeting.