

Agricultural Service Board

2024 Work Plan

Table of Contents

1	Board Overview	3
1.1	Purpose.....	3
2	Scope.....	3
2.1	Success Criteria and Key Outcomes	3
2.2	Stakeholders.....	3
2.3	Support Team	3
2.4	Deliverables.....	4
2.5	Milestones	5
2.6	Reporting and Tools	5
3	Related Projects.....	6
4	Risks	6
5	Resource Requirements.....	6
5.1	Staff.....	6
5.2	Budget.....	6
6	Approval	6

1 Board Overview

1.1 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. The Board acts as the appeal board for the Alberta Weed Control Act, Agricultural Pests Act and Soil Conservation Act.

2 Scope

The Board has an advisory role and makes recommendations to Council. In its appeal panel role the Board will hear and decide appeals in accordance with the particular Act or Bylaw.

2.1 Success Criteria and Key Outcomes

The Board will be deemed a success if:

Success Criteria	Key Outcome
Board support	Sufficient financial and administrative support and services available
Stakeholder engagement	Stakeholder feedback obtained, evaluated and implemented
Work plan expectations met	Accomplishing and reporting on 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

2.2 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

2.3 Support Team

Name	Role	Business Area
DAVE CROSS	Executive Sponsor	COMMUNITY SERVICES

KRISTA QUESNEL	Technical Support	AGRICULTURE & ENVIRONMENT SERVICES
ERIN HOCHDORFER	Administrative Support	AGRICULTURE & ENVIRONMENT SERVICES

2.4 Deliverables

ITEM	DESCRIPTION
Standing Annual Deliverables	
REGIONAL AND PROVINCIAL AGRICULTURE POLICY	Review, discuss and determine support or non-support on regional and provincial resolutions to be considered at the regional and provincial levels. Put forward resolutions to regional conferences on matters affecting Parkland County producers.
CANADIAN AG PARTNERSHIP ENGAGEMENT	Provide input on the priorities and programs for the federal-provincial ag partnership framework as opportunities arise.
RESEARCH AND EXTENSION PARTNERS	Hear updates from partner organizations and provide feedback on programming that would best support Parkland County producers.
AGRICULTURE DISASTER	Monitor the impacts of weather conditions and pests on production to provide a recommendation to Council on declaring an agriculture disaster for portions or all of the County in 2024, if necessary.
COUNTY AGRICULTURAL PROJECTS, PROGRAMS, POLICIES, AND SERVICES	Provide advice and recommendations on weed enforcement and improving communications with producers. Provide input on planning activities and by-law changes that have an impact on agriculture in the County as listed under Related Projects.
HOST ANNUAL PRODUCER DINNER	Host annual dinner to improve communications with the agriculture community.
ASB TOWN HALLS	Participate in Provincial ASB town halls to stay informed on and provide input to provincial programs.
CONDUCT APPEAL HEARINGS	Hear delegated appeals, evaluate evidence, and issue decisions.
AGRICULTURAL BURSARIES AND AWARDS	Select up to five bursary recipients, nominate the BMO Farm Family Award Recipient and prepare and submit nomination for Hall of Fame recipient.
WORK PLANNING	Review work plan and provide advice and feedback for Councils consideration and decision. Review and verify board metrics of success to develop advice and recommendation on board needs
EMERGENT ITEMS FROM COUNCIL	Apply member expertise to develop advice and recommendations on emergent items Council seeks input on.

Emergent Opportunities and Challenges

SOLAR DEVELOPMENTS	Develop strategies for dispersing information to producers. Support provincial advocacy measures to reduce impact of developments on agricultural land. Provide input into ongoing County projects and policies that support prime agricultural land.
EMERGENCY RESPONSE PLANNING	Review the County's Livestock Emergency Response Plan and provide input of community partners and engaging the community during emergencies.
WEED ENFORCEMENTS	Provide input to administration on weed control programming effectiveness and areas of improvement, including new technologies. Review the enforcement process and consider drafting a resolution for the regional conference to improve weed enforcement under the Act.
CO-OPERATIVES	Investigate how co-operatives could benefit the Parkland County agricultural industry and community.
AFFORDABILITY/INFLATION	Develop a better understanding of the issue, how it impacts Parkland County producers and possible solutions.
IMPACTS OF CARBON TAX ON ECONOMIC VIABILITY OF FARMS	Keep up to date on the progress of advocacy efforts with the Federal Government. Review the Provincial Government's new plan for impact to the agricultural community. Develop factsheets for information and committee understanding.
INSURANCE COSTS, AVAILABILITY, & ELIGIBILITY	Discuss the impact that increasing insurance costs are having on producers, the availability of insurance for small scale and diversified agricultural and the effectiveness of available programs. Review avenues for advocacy to address the issue.

2.5 Milestones

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

2.6 Reporting and Tools

The Board will report through the Council Governance and Priorities Committee two times per year or as emergent issues arise.

3 Related Projects

What other projects are underway that could affect this project?

- Municipal Development Plan
- Land Use Bylaw
- ALUS program
- Tourism Strategy
- Regional Agriculture Master Plan
- Energy Security Roadmap

4 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	L	H	Provide quasi-judicial appeal boards training to public board members

5 Resource Requirements

5.1 Staff

Name	Role	Time Commitment (Approximate Hours)
DAVE CROSS	Executive Sponsor	75
KRISTA QUESNEL	Technical Support	75
ERIN HOCHDORFER	Administrative Support	50

5.2 Budget

Budget approved by Council with sufficient funds to administer member meeting per diems, incidentals for hosting the meetings, along with training and conferences.

6 Approval

Name:	Date
Title:	
Name:	Date
Title:	
Name:	Date
Title:	