

Agricultural Service Board

2026-2027 Work Plan

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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, 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 public members of the Board act 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.

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 where possible
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 satisfaction identified during annual stakeholder survey
Council approval and satisfaction	Council acceptance of annual updates and work plan

2.2 Stakeholders

Name/Department	Role
Council	Approve committee work plan annually
Chief Administrative Officer (CAO)	Advise Council on work plan development
Senior Leadership Team	Recommend annual committee deliverables
Director, Agriculture & Environment	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
General Manager	Executive Sponsor	OPERATIONS SERVICES

DIRECTOR	Technical Support	AGRICULTURE & ENVIRONMENT SERVICES
ADMINISTRATIVE ASSISTANT	Administrative Support	AGRICULTURE & ENVIRONMENT SERVICES

2.4 Deliverables

ITEM	DESCRIPTION
Standing Annual Deliverables	
REGIONAL/ PROVINCIAL AGRICULTURE POLICY AND ADVOCACY	Review, discuss and determine support or non- support on resolutions to be considered at the regional and provincial levels. Propose resolutions on matters affecting Parkland County producers.
CANADIAN AG PARTNERSHIP ENGAGEMENT	Provide input on the priorities and programs for the federal-provincial agriculture partnership framework as opportunities arise.
STAKEHOLDER ENGAGEMENT, EDUCATION AND OUTREACH	Advise on education priorities and methods that support the agricultural industry. Garner and analyze feedback to improve services and advocacy efforts. Hear updates from partner organizations that deliver agricultural extension and provide feedback on programming that would best support Parkland County producers.
AGRICULTURE DISASTER DECLARATION	Monitor the impacts of weather conditions and pests on production to provide recommendations to Council on declaring an agriculture disaster for portions or all of the County when required.
COUNTY AGRICULTURAL PROJECTS, PROGRAMS, POLICIES, AND SERVICES	Provide advice and recommendations on agricultural services. Provide input on planning activities and bylaw changes that have an impact on agriculture in the County as listed under Related Projects.
HOST ANNUAL PRODUCER DINNER	Host annual dinner to celebrate the agricultural community, capture feedback, and provide education opportunities to producers.
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 bursary recipients, nominate Farm Family Award recipients and support nominations for Hall of Fame recipients.
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 recommendations on board direction.
EMERGENT ITEMS FROM COUNCIL	Apply member expertise to develop advice and recommendations on emergent items Council seeks input on.

Emergent Opportunities and Challenges

IMPACTS OF DEVELOPMENT ON THE AGRICULTURAL INDUSTRY	Develop strategies for educating producers on challenges, opportunities and ongoing work. Support advocacy measures to reduce impact of development on agricultural land. Provide input into ongoing County projects and policies that protect prime agricultural land, including the development of guidelines for Agricultural Impact Assessments.
MANAGEMENT OF ON FARM ENERGY INFRASTRUCTURE	Discuss impacts of energy infrastructure on agricultural land. Gauge local concern on issues such as weeds on well sites or landowner disputes with energy/oil and gas companies. Identify possible areas of advocacy or education that can be provided to producers.
AGRICULTURAL VALUE CHAIN SYSTEM DEVELOPMENT	Advise on strategies to support growth of the value-added agricultural industry in Parkland County and provide input on opportunities or barriers producers face in local sales, marketing and food processing. Discuss opportunities for removing barriers through programs, policy and/or advocacy. Advise on education opportunities for alternative markets.
AGRICULTURE FIRST POLICY DEVELOPMENT	Ensure Parkland County's priorities are captured in the implementation of Provincial mandates through advocacy. Gather community feedback to inform policy. Investigate ways to measure and communicate the value the agricultural industry brings to the County and its residents.
IMPACTS OF WATER CHALLENGES ON PRODUCERS	Review available information to assess opportunities and challenges. Provide input on the impact of policy changes on agricultural producers. Discuss the impact of development on the availability of water resources for the agricultural industry and possible solutions.

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 Board?

- ALUS program
- Future Economic Growth Strategy
- Climate Adaptation Plan
- ASP Updates
- Agricultural Impact Assessment Guidelines Development
- Agricultural Operations Review
- Agriculture Extension Plan

4 Risks

Description	Probability	Impact	Mitigation Factors
Council's expectations are not met	M	H	Interim and final reporting to Council of board findings
Senior Leadership Team'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 utilization of 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)
General Manger, Operations	Executive Sponsor	15
Director, Agriculture and Environment	Technical Support	75
Administrative Assistant	Administrative Support	75

5.2 Budget

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

6 Approval

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