

# TERMS OF REFERENCE

## Agricultural Service Board

### 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.

~~The Board will hear and determine appeals pursuant to section 37 of the *Parkland County General Traffic Bylaw No. 46-2006*.~~

### 3.2. 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. The Committee may recommend changes to the Terms of Reference.
- d. In its appeal committee/appeal panel role the Board will hear and decide appeals in accordance with the particular Act or Bylaw.

### 4.3. 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.

### 5.4. Membership

- a. The Board may have up to 7 members, up to 3 of which may be Councillors.
- 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 4 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.

#### 6.5. 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 from among the public members.
- 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.