

AGRICULTURAL SERVICE BOARD

Terms of Reference

1. PURPOSE

Serves as an advisory body to Council on agriculture-related matters with a goal to promote, enhance and protect the viability of the agricultural industry in Sturgeon County.

2. LEGISLATIVE AUTHORITY

Municipal Government Act, RSA 2000 c.M-26, as amended
Agricultural Service Board Act, RSA 2000 c.A-10
Soil Conservation Act, RSA 1998, c.S-15
Agricultural Pests Act, RSA 2000, c.A-8
Weed Control Act, RSA 2000, c.W-5
Bylaw 1381/16 Council Committees
Bylaw 1301/13 Proceedings of Council and its Committees

3. DUTIES & RESPONSIBILITIES

The Committee has the authority to:

Establish the dates for each Committee meeting;

Appoint a Chair and Vice Chair (as designated alternate);

Create or review Committee Terms of Reference;

Address and formulate a recommendation for Council on any items referred to the Committee in accordance with the Public Engagement Spectrum;

Review, advocate and provide recommendations to council on county and regional agriculture-related policies;

Determine strategic outcomes of the Board, and set goals to achieve desired outcomes;

Recommend and participate in the development of programs that align with the strategic outcomes and goals established by the Board;

Review applications and approve recipients of the 100 Year Farm Family Award;

Submit and evaluate nominations for the Excellence in Agriculture Award and select an annual award recipient;

Review the Sturgeon County Strategic and Corporate Business Plans on an annual basis and recommend policies that support agricultural initiatives for Council's consideration;

Review reports prepared by administration on the activities of the Agriculture Services department;

Review and discuss Provincial Agricultural Service Board resolutions and their benefit or detriment to the county agricultural industry;

Draft resolutions when policy or legislation changes are desired at the provincial and federal level;

Attend Regional and Provincial Agricultural Service Board Conferences and vote on resolutions;

Participate in the planning of the annual Sturgeon County Agricultural Service Board Tour;

Hear notice appeals in accordance with the requirements outlined in the *Alberta Soil Conservation Act*, and the *Alberta Agricultural Pests Act*; and

Hear notice appeals in accordance with the requirements outlined in the *Alberta Weed Control Act* (public members only).

4. ROLES

Role of the Chair/Vice Chair

Be in attendance and present the annual report to Council on behalf of the Board.

Fulfill role in Boards and Committees Selection Committee as described in their Terms of Reference:

- Attend interviews of the respective Committees.
- Evaluate potential applicants for the respective Committees.
- Complete the Board and Committee recommendation for the Committee and submit it to the Legislative Officer to be included in the Board and Committee recommendation provided to Council.

Manage the meeting process by ensuring that they start and end on time, preside over the conduct of the meeting including the preservation of good order and decorum, determine speaking order when two or more members wish to speak, and ruling on all questions relating to the orderly procedure of the meeting.

Role of All Members

Review and understand Agricultural Service Board Orientation Materials, as prepared by Alberta Agriculture and Forestry.

5. MEMBERSHIP

(As described in Bylaw 1381/16)

4 public members (Members at Large)

1 ~~student~~ junior member

2 members of Council

Mayor (ex-officio)

Council members are appointed annually at the Organizational Meeting.

Public board members (Members at Large) are selected by the Boards and Committees Selection Committee and appointed by Council resolution. They must meet the following criteria:

- Must be a resident of Sturgeon County
- Must have a basic understanding of agricultural practices and an interest improving the agricultural industry within the county.

A ~~student~~ junior member is appointed by the board in January each year. They must meet the following criteria:

- Must be between ~~18~~ 16 and 25 years of age and will only be eligible to serve as a voting member if they are 18 years of age or older
- ~~Must~~ May be ~~enrolled~~ involved in ~~Agriculture-related post-secondary~~ agricultural programs or studies at the time that they apply for the position.

Alberta Agriculture and Forestry will assign a key contact to the Board. This individual is a liaison between the Board and Alberta Agriculture and Forestry. They are a non-voting member.

The Morinville Municipal Seed Cleaning Co-op may assign a key contact to the Board as a non-voting member to serve as a liaison between the Board and the Morinville Municipal Seed Cleaning Co-op. *This item is subject to evaluation by December 31, 2019.*

The Board may, at any time, request to have a technical advisor attend a meeting, when items requiring the support of a subject-matter expert are being discussed. They are not eligible to vote.

6. TERM OF MEMBERSHIP

(In addition to that described in Bylaw 1381/16)

Term of membership for public members is three (3) years.

Term of membership for ~~student~~ junior members is one (1) year.

Term for public members becomes effective January 1 and ends December 31 of the given year.

Term for ~~student~~ junior members is effective the date which they are appointed by the Board.

Members must be re-appointed at the end of the prescribed term.

Members cease to be members of the board if they are absent from three (3) consecutive meetings, without being authorized by a resolution of the Board.

Council may request the resignation of any Board member at any time, prior to the expiry of the member's term of office.

Any member may resign at any time, by sending written notice to the Manager of Agriculture Services.

7. CHAIRMANSHIP

(In addition to that described in Bylaw 1381/16)

A Chair and a Vice-chair are to be appointed annually at the first meeting of each year by the Board.

County elected officials and ~~student~~ junior members are not eligible to assume the role of a Chair.

8. MEETINGS

The Board will meet in January, February, March, June, September, and November of each year.

Meetings will be held on the second Wednesday of the month at 9:00 am at a County office facility.

Additional meetings may be called by the Chair if emergent items arise. Meetings may be cancelled by the Chair, if there are not a sufficient number of agenda items to discuss.

9. GOVERNANCE

Greater than fifty percent of Board members must be present to meet quorum.

The vacancy of any position does not impair the Board to make decisions, as long as a majority of the remaining members are present.

Board decisions will be made by majority vote.

The Agenda will be circulated five calendar days prior to the meeting, electronically whenever possible. Board members are responsible for submitting agenda items seven (7) calendar days prior to the meeting.

Council can, by motion, refer regular Council Agenda items to the Agricultural Service Board for their recommendation. The General Manager of Municipal Services will be responsible for ensuring that such items are added to the next Agricultural Service Board meeting agenda.

When Board driven or Council requested recommendations are to be brought forward to Council, the Board may assign a voting public member to present the item to Council. The Manager of Agriculture Services will assist with preparing the Agenda item and ensure that it is added to the Council Agenda.

Council's decision on all Board recommendations is final, whether they decide to accept, modify or reject the recommendation. The Manager of Agriculture Services will ensure that Council decisions are communicated to Board members, as soon as the Council Agenda is made available for public viewing.

Board members must declare and disclose the general nature of any conflict of interest that they have with the business of the Agricultural Service Board and abstain from participating in discussions and voting on matters for which they have a conflict of interest.

10. REMUNERATION

(In addition to that described in Bylaw 1381/16)

Remuneration and travel expenses for public **and junior** members shall be in accordance with Sturgeon County's Remuneration Policy.

~~Student members will receive a student bursary equivalent to the amount that they would receive for remuneration and travel serving as a Public Member, as per Sturgeon County's Remuneration Policy.~~

Remuneration expenses for Council Members shall be considered to be included in the Councilor's annual salary.

11. ADMINISTRATIVE RESPONSIBILITY

The Manager of Agriculture Services will attend meetings as a representative of the Agriculture Services Department. They are not a voting member. They will serve as a resource to the board and may assist with facilitating discussion on agenda items when required. They have the ability to add items to the meeting agenda and will ensure that items relevant to the agricultural industry are communicated to the Board.

The Agriculture Services Assistant will serve as the Recording Secretary of the Board. They will prepare and circulate meeting minutes and Agendas.

12. ENACTMENT

Upon approval by resolution of Council.

Maintenance and Refinement of Terms of Reference

Correcting clerical, grammatical and typographical errors can be made by committee and filed with Legislative Services. Changes to duties and responsibilities that add clarity or improve the express intent without materially changing the committee role can be approved by the Committee. All other changes need to be approved by resolution of Council.

At the first meeting of the Committee annually following the appointment of community members the committee will review Committee Terms of Reference.

DRAFT