

AGRICULTURAL SERVICE BOARD GOVERNANCE POLICY #62.0.1

1. POLICY STATEMENT

1.1. The County of Wetaskiwin shall maintain and operate an Agricultural Service Board to carry out the duties defined under Section 2 of the *Agricultural Service Board Act*:

- 1.1.1. to act as an advisory body and to assist the Council and the Minister, in matters of mutual concern,
- 1.1.2. to advise on and to help organize and direct weed and pest control and soil and water conservation programs,
- 1.1.3. to assist in the control of animal disease under the Animal Health Act,
- 1.1.4. to promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and
- 1.1.5. to promote and develop agricultural policies to meet the needs of the municipality.

2. DEFINITIONS

- 2.1. Agricultural Service Board (ASB) is the Board established as the Agricultural Service Board under the authority of Council and the Agricultural Service Board Act.
- 2.2. Chief Administrative Officer (CAO) means the person appointed by Council to the position of CAO under the authority of Section 205 of the *Municipal Government Act* or the individual(s) duly designated to perform the required functions by the CAO and for whom the CAO is accountable for.
- 2.3. Council is the Reeve and Councillors, as a whole, duly elected in the County that hold office at that time.
- 2.4. Director of Agricultural Services means the person appointed as the Agricultural Fieldman under Section 8 of the Agricultural Service Board Act by Council.
- 2.5. Farm Members means farmers that produce one of the following agricultural products intended for sale: crops (including hay and field crops) or livestock (cattle, pigs, sheep, horses, game animals and other livestock such as poultry), and are duly appointed by Council to sit as Farm Members on the Agricultural Service Board.
- 2.6. Minister means the Minister of Agriculture and Rural Development
- 2.7. Quorum is the simple majority (or four members) of the Agricultural Service Board.

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3. PROCEDURES

3.1. The following procedures shall be carried out in the Governance and Operation of the Agricultural Service Board:

Composition of the Service Board

3.1.1. By resolution, Council shall appoint three (3) Farm Members and four (4) Councillors to the Agricultural Service Board at the annual Council Organizational meeting. One Farm Member will represent each of the three agricultural zones in the County of Wetaskiwin, with those zones being:

- 3.1.1.1. West County Boundary to Highway 771 (Divisions 6 & 7)
- 3.1.1.2. Highway 771 to Range Road 250 (Divisions 3, 4 & 5)
- 3.1.1.3. Range Road 250 East to County Boundary (Divisions 1 & 2)

3.1.2. The initial Agricultural Service Board Farm Members shall consist of:

- 3.1.2.1. One Farm Member being appointed November 1, 2015 for a one year term,
- 3.1.2.2. One Farm Member being appointed November 1, 2015 for a two year term, and
- 3.1.2.3. One Farm Member being appointed November 1, 2015 for a three year term.

Advertising for Agricultural Service Board Farm Members will be conducted in September each year.

3.1.3. Farm Members appointed after November 1, 2016 shall be appointed for a term of three (3) years, and may serve for a maximum of two (2) consecutive terms. At the discretion of Council and through Council resolution, a Farm Member may be appointed for one additional term.

3.1.4. For consideration to be appointed to the Service Board, Farm Members must:

- 3.1.4.1. Apply to Council to become a member;
- 3.1.4.2. Be an active agricultural producer in the County of Wetaskiwin;
- 3.1.4.3. Reside in the agricultural zone of the County of Wetaskiwin in which they are applying to represent;
- 3.1.4.4. Be familiar with current agricultural issues and practices; and
- 3.1.4.5. Be deemed qualified by Council to recommend policies that are consistent with the requirements of the *Agricultural Service Board Act*.

3.1.5. Any vacancy on the Agricultural Service Board may be filled by resolution of Council at any time for the duration of the vacated term.

3.1.6. Farm Members shall be reimbursed as per Council resolution at the Organizational Meeting for their service on behalf of the Agricultural Service Board and may be able to attend:

- 3.1.6.1. The Regional Agricultural Service Board Conference
- 3.1.6.2. The Provincial Agricultural Service Board Summer Tour
- 3.1.6.3. The Provincial Agricultural Service Board Conference

3.1.7. The Agricultural Service Board shall, at its first meeting after the annual Council Organizational Meeting, appoint a Chairman and Vice Chairman, with the Chairman required to be a Member of Council and the Vice Chairman being a Farm Member.

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- 3.1.8. The Director of Agricultural Services, CAO or designate and representative(s) from Alberta Agriculture and Rural Development are ex-officio (non-voting) members of the Agricultural Service Board.
- 3.1.9. The Agricultural Service Board shall meet no less than four (4) times annually. The Service Board will have the ability to schedule meetings accordingly. To ensure communication between Council and the Service Board continues, the Service Board Chairman and Vice Chairman shall be a delegation of Council at the regularly scheduled Council General Meeting in April and October of each year.
- 3.1.10. The Agricultural Service Board meetings will be conducted in accordance with Robert's Rules of Order. Minutes of the Agricultural Service Board shall be approved by the Board at a subsequent Service Board Meeting, and any recommendations shall be forwarded to the next available Council General meeting for action.
- 3.1.11. The Agricultural Service Board shall approve:
- 3.1.11.1. An annually updated strategic plan regarding the long term operational goals and plans of the Agricultural Services Department of the County of Wetaskiwin No. 10 to be recommended for approval by Council;
 - 3.1.11.2. An annual operating and capital budget regarding the Agricultural Services Department of the County of Wetaskiwin No. 10 to be recommended for approval by Council;
 - 3.1.11.3. Agricultural Resolutions to be presented at the Regional Agricultural Service Board Conference and the Provincial Agricultural Service Board Conference, and
 - 3.1.11.4. Agricultural policies and program guidelines to meet the needs of the County of Wetaskiwin No. 10 for Council's consideration.
- 3.1.12. The Director of Agricultural Services shall prepare a comprehensive annual report of the activities and achievements of the Agricultural Service Board and Agricultural Services staff and present it to Council in December each year.
- 3.1.13. Meeting agenda items may be submitted by any member of the Service Board to the Chief Administrative Officer (CAO) or designate, who will prepare and approve the meeting agenda, in consultation with the Service Board Chairman and the Director of Agricultural Services.
- 3.1.14. The Agricultural Service Board may recommend to Council that an Ad Hoc Advisory Committee be appointed to assist the Board with respect to any agricultural matter, as per the *Agricultural Service Board Act*.