



# County of Wetaskiwin No. 10 Municipal Policy

Department:	Policy No.
62.0 Agriculture Service Board Legislative	62.0.1
Title	Agricultural Service Board Governance

## 1. Policy Statement:

- 1.1. The County of Wetaskiwin shall maintain and operate an Agricultural Service Board (ASB) to carry out the duties defined under 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. Responsibilities:

- 2.1. Council as a whole:
  - 2.1.1. Shall appoint members of the ASB in accordance with the provisions in of this Policy;
  - 2.1.2. Shall consider and give formal approval or further direction to the ASB's Annual Strategic Plan; and
  - 2.1.3. Shall consider and give formal approval or further direction to the ASB's Annual Operating and Capital Budget.
- 2.2. The Agricultural Service Board (ASB):
  - 2.2.1. Shall provide commentary towards an annual updated Strategic Plan regarding the long-term operational goals and plans of the County's Agricultural Services Department and further recommend approval of such to Council;
  - 2.2.2. Shall provide commentary on an annual operating and capital budget for the County's Agricultural Services Department, and further recommend approval of such to Council;
  - 2.2.3. Shall consider and approve Agricultural Resolutions to be presented at the Regional Agricultural Service Board Conference and the Provincial Agricultural Board Conference;
  - 2.2.4. Shall consider and provide commentary on Agricultural Policies and Program Guidelines to meet the County's needs and further recommend approval of such to Council; and
  - 2.2.5. Can recommend to Council that an Ad Hoc Advisory Committee be appointed to assist the Board with respect to any agricultural matter, in accordance with of the *Agricultural Service Board Act*.

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2.3. A Member of the ASB:

2.3.1. Can submit meeting agenda items to the CAO, as per the County's Procedural Bylaw.

2.4. The Chief Administrative Officer (CAO):

2.4.1. Shall prepare and approve the meeting agenda, in consultation with the Chairman and the Director of Agricultural Services.

2.5. The Director of Agricultural Services:

2.5.1. Shall prepare a report of the activities and achievements of the ASB and Agricultural Services staff and present it to Council quarterly.

### 3. Guidelines:

3.1. With respect to the composition of the ASB:

3.1.1. By resolution, Council shall appoint three (3) Farm Members and four (4) Councillors to the ASB at the annual Council Organizational Meeting.

3.1.2. One (1) Farm Member will represent each of the three (3) agricultural zones in the County of Wetaskiwin, with those zones being:

a) West County Boundary to Highway 771 (Divisions 6 & 7)

b) Highway 771 to Range Road 250 (Divisions 3, 4 & 5)

c) Range Road 250 East to County Boundary (Divisions 1 & 2)

3.1.3. Farm Members shall be appointed for a term of three (3) years and may serve for two (2) consecutive terms.

a) Notwithstanding the above, Council may appoint a Farm Member who has completed two (2) consecutive terms for one (1) additional term, provided that no other qualified individuals have applied.

3.1.4. Notwithstanding any vacancies that may arise, Farm Members shall be appointed in a rotational manner, such that one (1) Farm Member term expires each year.

3.1.5. Advertising for openings for a Farm Member appointment to the ASB shall be conducted in September of each year. However, should a current Farm Member wish to serve a second consecutive term, Council may appoint a Farm Member for the additional consecutive term without Administration having to advertise.

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

a) Apply to Council to become a member;

b) Reside in the agricultural zone of the County of Wetaskiwin in which they are applying to represent; and

c) Be deemed qualified by Council to recommend policies consistent with the requirements of the *Agricultural Service Board Act*.

and should:

d) Be an active agricultural producer in the County of Wetaskiwin; and

e) Be familiar with current agricultural issues and practices.

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- 3.1.7. Any vacancy on the Agricultural Service Board may be filled by resolution of Council at any time for the duration of the vacated term.
- 3.1.8. Board 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:
  - a) The Central Region Agricultural Service Board Conference;
  - b) The Provincial Agricultural Service Board Summer Tour; and
  - c) The Provincial Agricultural Service Board Conference;
- 3.1.9. The Director of Agricultural Services, the CAO, and representative(s) from Alberta Agriculture and Rural Development shall be considered ex-officio (non-voting) members of the ASB.
- 3.2. With respect to proceedings of the ASB:
  - 3.2.1. The ASB 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 required to be a Farm Member.
  - 3.2.2. The ASB shall meet no less than four (4) times annually and shall have the ability to schedule meetings accordingly.
  - 3.2.3. Meetings of the ASB shall be conducted in accordance with County of Wetaskiwin Procedural Bylaw.
  - 3.2.4. Minutes of the ASB shall be approved by the Board at a subsequent Meeting and any recommendations shall be forwarded to the next available Council General Meeting for action.

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