



Agricultural Service Board

Terms of Reference

TOR #C-ASB

Purpose

- 1 The purpose of the Agricultural Service Board (ASB) is to fulfill the mandate set out in the *Agricultural Service Board Act* (the Act) and to promote the importance of agriculture to Rocky View County (the County).



Scope

- 2 The duties of the ASB are set out in section 2 of the Act and are reproduced below for convenience purposes only:

The duties of an agricultural service board are:

- (a) to act as an advisory body and to assist the council and the Minister, in matters of mutual concern;
- (b) to advise on and to help organize and direct weed and pest control and soil and water conservation programs;
- (c) to assist in the control of animal disease under the Animal Health Act;
- (d) to promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer; and
- (e) to promote and develop agricultural policies to meet the needs of the municipality.

- 3 In addition to the duties set out in the Act, the ASB is responsible for the following:

- (1) Communicating the successes of the County's agricultural services;
- (2) Assisting with the marketing of the County's agricultural producers; and
- (3) Educating the public on the importance of agriculture to the County.



Membership

- 4 The ASB consists of the following Members in a voting capacity:
 - (1) Three Councillors appointed for ~~one~~ two year terms;
 - (2) Two Members at Large from West of Highway 2 appointed for three year terms; and



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- (3) Two Members at Large from East of Highway 2 appointed for three year terms.
- 5 Appointments to the ASB are generally made at the annual Organizational Meeting of Council or at a regular meeting of Council if necessary.
- 6 Members at Large must be:
 - (1) Residents of the County; and
 - (2) Familiar with agricultural concerns and issues and be qualified to develop agricultural policies consistent with the Act.



Administrative Support

- 7 Administration supports the ASB, in a non-voting capacity, by coordinating meetings and providing information and expertise as required.
- 8 Administration further supports the ASB by promoting the agricultural industry as follows:
 - (1) Communicating the successes of the County's agricultural services;
 - (2) Assisting with the marketing of the County's agricultural producers; and
 - (3) Educating the public on the importance of agriculture to the County.
- 9 Section 6 of the Act sets out that Alberta Agriculture and Forestry may provide a representative to attend ASB meetings in a non-voting capacity. This section of the Act is reproduced below for convenience purposes only:

In order to assist a board, the Minister may designate an employee under the administration of the Minister as a Minister's representative:

- (a) to advise the board on government programs, agricultural problems and needs of the municipality, and
- (b) to assist the board, on the request of the board, in the discharge of its duties.



Chair and Vice Chair

- 10 The Chair will be a Councillor appointed by Council at the annual Organizational Meeting for a two year term and the Vice Chair may be a Councillor or member at large and will be appointed elected by the ASB at its first meeting following the annual Organizational Meeting for a two year term.



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- 11 The Chair:
 - (1) Presides over ASB meetings when in attendance; and
 - (2) Approves ASB agendas prior to publication.
- 12 The Vice Chair will take over the duties of the Chair whenever the Chair is unavailable.



Meetings

- 13 The ASB will meet at least five times annually on the dates set at the annual Organizational Meeting of Council. Additional meetings may be called at the discretion of the Chair.
- 14 Quorum for meetings will be four Members.
- 15 Administration prepares an agenda for each ASB meeting in consultation with the Chair.
- 16 ASB Members may submit agenda items to Administration for inclusion on the next available ASB agenda.



Recommendations to Council

- 17 The ASB may make recommendations to Council on agricultural matters affecting Rocky View County.
- 18 Recommendations made by the ASB will be presented to Council by the Chair or Administration at the next available Council meeting.



Advisory Committees

- 19 The ASB may recommend to Council the creation of an advisory committee with respect to agricultural matters as per the Act.
- 20 Advisory committees shall act in an advisory capacity to the ASB and Council.
- 21 Advisory committee Members at Large may be reimbursed for reasonable expenses by the County in accordance with Council Policy C-221, *Board and Committee Remuneration*.





Annual Report

- 22 The ASB will present an annual report to Council containing a summary of its activities from the previous year as per the Act.



Remuneration

- 23 ASB Members at Large may be reimbursed for reasonable expenses by the County in accordance with Council Policy C-221, *Board and Committee Remuneration*.



Definitions

- 24 In these Terms of Reference, the following definitions apply:
- (1) **“Administration”** means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
 - (2) **“Agricultural Service Board Act”** means the *Agricultural Service Board Act*, RSA 2000, c A-10, as amended or replaced from time to time;
 - (3) **“Council”** means the duly elected Council of Rocky View County;
 - (4) **“Councillor”** means a duly elected member of Rocky View County Council;
 - (5) **“Member”** means a person appointed to the ASB and includes either a Councillor or a Member at Large;
 - (6) **“Member at Large”** means a person appointed to the ASB who is a member of the public and not a Councillor;
 - (7) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
 - (8) **“Organizational Meeting”** means an Organizational Meeting of Council held pursuant to the *Municipal Government Act*; and
 - (9) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.





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