



## **Lethbridge County Agricultural Service Board Terms of Reference**

### **Purpose**

The purpose of the Agricultural Service Board (hereinafter referred to as the ASB) Committee is to advise and assist County Council on matters that relate to agriculture related activities and regulatory service issues. The ASB was formed as a working group to facilitate decisions and policy making with respect to the administrative and governance opportunities and challenges of the Agriculture Services Department.

The Committee will have the responsibility to provide direction on development of administrative directives, policies and bylaws.

Programs and policies considered by the ASB are designed to support appropriate farming practices and improve the economic welfare and prosperity of the local and regional agriculture industry. The ASB will develop agricultural policies to meet the needs and level of service requirements of Lethbridge County. Administrative staff reviews and provides recommendations to the Agricultural Service Board with respect to agricultural programs and policies. The ASB will, at their discretion, submit program and policy recommendations to County Council for final approval.

### **Scope**

The Agricultural Service Board Act Section 2 provides the legislated authority and roles of ASB's in Alberta, as follows:

- Act as an advisory body, and to assist the council and the Minister of Agriculture and Forestry in matters of mutual concern.
- Advise, direct, and assist with the organization of weed and pest control, and soil and water conservation programs as authorized under Provincial legislation.
- Assist in the control of livestock disease under the Animal Health Act.
- Promote, enhance, and protect practical and sustainable agriculture with a view to improving the economic viability of agricultural producers.
- Develop and promote agricultural policies to meet the needs of the municipality.

The following legislation enables ASB's to carry out the duties described in the ASB Act:

1. Alberta Weed Control Act.
2. Alberta Soil Conservation Act.
3. Alberta Agriculture Pest Act; and
4. Animal Health Act.



### **Official Formation & Participants**

The Committee will be established as per the ASB Act Section 3 in conjunction with the Municipal Government Act stipulation in Section 146. Whereby, the composition of council committees may consist of the entirety of councilors or as determined by Council.

The Committee is comprised of at least four Council members with one alternate and up to three public members. Members of Council will be appointed at the Annual Organizational Meeting. Public members will be appointed by council for a two-year term with the following criteria considered:

- A.) Public members must be residents of Lethbridge County.
- B.) Council shall advertise for Public Members to apply for appointment on an as-needed basis and appoint to the Board whomever they deem most appropriate.
- C.) Public member applicants must not have been employed by Lethbridge County for a minimum of 12 months prior to applying for a Public Member position.

A Committee Chair will be appointed by County Council at the annual organizational meeting. The Vice-Chair is appointed annually by the ASB Committee. All members of the ASB committee are voting members. The County Reeve is an Ex-officio non-voting member. Voting members for Regional and Provincial Resolution balloting purposes will be appointed, along with a designated alternate, at the annual organizational meeting.

The Committee will also include County administrative staff members, as follows:

- The Chief Administrative Officer (CAO)
- The Director of Public Operations
- The Environmental Services Manager, and
- The Supervisor of Agricultural Services (appointed as per Section 8 of the ASB Act)

Administrative staff are non-voting committee members. They are responsible to provide the ASB administrative and technical support, as necessary to meet the Committee's needs.

The Supervisor of Agricultural Services in conjunction with the Executive Assistant to the CAO or delegate are responsible to schedule meetings, prepare agendas and maintain meeting notes or minutes.

### **Goals and Objectives**

The ASB will evaluate current levels of service and recommend applicable service changes for presentation to County council. The objective is to address local and regional challenges, research new opportunities and make recommendations that support the County's Strategic Plan.

The Agriculture Service Departments Mission Statement and Department Core Activities will effectively and efficiently support ASB goals and objectives to meet the needs of its residents and local stakeholders. The ASB will encourage sustainable farming practices while performing mandated duties and responsibilities of an accountable ASB, as authorized by its assigned legislated authority.



### **Governance**

Decisions will be reached by majority vote of ASB Committee members. Voting will be recorded as “Moved” and “Carried” or “Defeated”.

### **Meetings**

The Committee is responsible to Council and will report its deliberations to Council through meeting minutes and, verbally by the Committee Chair, as needed.

Meetings are held regularly, with a minimum of twice per year. Additional meetings will be identified, as required, by the Chair.

Agendas for the meetings will be distributed by email to committee and administrative staff members at least 3 days prior to the meeting date. On the day of the meeting a hard copy will be provided, by request of Committee members, at least 1 day in advance of meeting.

### **Authority and Responsibilities**

The ASB is accountable to Council and is not entitled to sub-delegate all or any of its delegated powers and authorities. The Committee may not implement or authorize any action that is the responsibility of Council.

### **Quorum**

A quorum requires a minimum attendance of four voting Committee members.

### **Review**

The ASB Terms of Reference will be reviewed every five (5) years, from the date of approval.