

Big Lakes County Bylaw

Bylaw No-17 2023- Agricultural Service Board

Being a bylaw of Big Lakes County, in the Province of Alberta, for the purpose of establishing an Agricultural Service Board (ASB).

WHEREAS Section 3 of the *Agricultural Service Board Act*, Revised Statutes of Alberta 2000, Chapter A-10 authorizes Council to pass a bylaw establishing an Agricultural Service Board; and

WHEREAS Section 2(a) of the *Agricultural Service Board Act* states “The duties of an agricultural service board are ‘to act as an advisory body and to assist the council and the Minister, in matters of mutual concern,’ and

WHEREAS Section 3(1) of the *Agricultural Service Board Act* states “A council may establish and appoint members to an agricultural service board”, and Council so desires to appoint members to a board; and

WHEREAS Section 3(2) of the *Agricultural Service Board Act* states “The council is to determine the chair, the number of voting members, the voting status and the term of office of the members of the board”; and

WHEREAS Section 5(1) of the *Agricultural Service Board Act* states “A council may appoint one or more advisory committees with respect to any matter related to agriculture”, and Section 5(2) states “an advisory committee appointed under this section shall act in an advisory capacity to the board and council”; and

WHEREAS Council finds it expedient to delegate its powers, duties, or functions under the above sections of the *Agricultural Service Board Act*,

NOW THEREFORE, hereby enact as follows:

INTERPRETATION

1. This Bylaw shall be cited as the "Agricultural Service Board Bylaw"
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or visa versa whenever the context so requires.

DEFINITIONS

5. Definitions
 - a. "Act" shall mean the *Agricultural Service Board Act*, Revised Statutes of Alberta 2000, Chapter A-10, as amended.
 - b. "ASB" shall mean Big Lakes County Agricultural Service Board.
 - c. "Council" shall mean the Big Lakes County Council.
 - d. "County" shall mean the Big Lakes County.

- e. "Agricultural Fieldman" shall be a qualified person appointed according to the *Agricultural Service Board Act*.

Terms of Reference

Establishment

6. The Agricultural Service Board is hereby established.

Membership and Structure

7. Council shall appoint four members-at-large and three Council members to the ASB for their term at the first organizational meeting of Council after each municipal election or as required by attrition. Public members are appointed for a four-year term. In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible
 - a. Members-at-large shall be agricultural producers or other persons knowledgeable about current agricultural practices and interested in the betterment of the industry for all County residents and be available to attend Regional and Provincial ASB Conferences.
 - b. Members, having served on the ASB, can let their names stand for re-appointment or inform Administration of their wish to withdraw by June on their final year of their term.
 - c. A person who is a member of the ASB ceases to be a member if, without being authorized by a resolution of the ASB, the member is absent from three consecutive regular meetings.
8. A Chair and Vice-Chair shall be appointed at the beginning of the ASB meeting directly following Council's annual organizational meeting.
 - a. The Chair shall conduct the meetings.
 - b. In absence of the Chair, the Vice-Chair shall conduct the meeting.
9. Quorum shall be met when four voting members are present to conduct ASB business.
10. The ASB shall serve as the appeal committee for any Soil Conservation notices under the *Soil Conservation Act*, appointed annually by Council.
11. The ASB shall serve as members to an Intermunicipal Weed and Pest Appeal Board for appeals in partnering municipalities. The intent of such participation in an Intermunicipal approach is to ensure an impartial review process for appeals to notices under the *Weed Control Act* or the *Agricultural Pests Act*. The Intermunicipal Weed and Pest Appeal Board is appointed annually by Council.
12. Non-voting members of the ASB shall consist of the following:
 - a. Agricultural Fieldman
 - b. Recording Secretary/Assistant Agricultural Fieldman
 - c. Director responsible for Agricultural Services

- d. Chief Administrative Officer, or delegate (optional)

Roles and Responsibilities

13. As defined by the *Agricultural Service Board Act* (RSA 2000 c. A-10 s.2, 2007 c. A-40.2 s.74), the duties of an ASB are as follows:
- a. Act as an advisory body and to assist Council and the Minister of Agriculture, in matter of mutual concern,
 - b. Advise on and help organize and direct weed, pest control and soil and water conservation programs.
 - c. Assist in the control of livestock disease under the Livestock Diseases Act.
 - d. Promote, enhance, and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
 - e. Promote and develop agricultural policies for approval by Council to meet the needs of the County.
14. Additional roles and responsibilities are as follows:
- a. Annually review and recommend operating and capital budgets to Council for approval.
 - b. Present an annual report of ASB activities in a form acceptable to Council and containing the information required by Council, as per Section 4 of the *Agricultural Service Board Act*.
 - c. Advise the Agricultural Fieldman in carrying out the programs approved by Council in the annual operating and capital budgets.
 - d. Review annually the Strategic Business Plan document describing all the goals and programs provided by the ASB and provide any recommended changes to Council.
 - e. To advise Council with respect to proper land utilization in two capacities:
 - i. Generally, to improve the economic welfare of County farmers.
 - ii. Specifically, to implement land remediation and reclamation orders as outlined in the *Agricultural Service Board Act* (RSA 2000 c. A-10, 2010).
 - f. Suggest and advise Council on environmental programs with Agricultural impacts.
 - g. Review all ASB Policies as required and recommend changes to Council for adoption.
15. All ASB programs and procedures shall be subject to Council approval and County policies and bylaws.
16. All matters relating to administration shall be subject to County policy.
17. Some of the Acts that Agricultural Services and the Board are responsible for are as follows:
- a. The Agricultural Service Board Act
 - b. The Weed Control Act
 - c. Agricultural Operational Practices Act
 - d. Animal Protection Act

- e. Livestock Diseases Act
- f. Soil Conservation Act
- g. Agricultural Pest Act
- h. Environmental Enhancement and Protection Act

18. Approved External Activities of the Board:

- a. Provincial and Regional ASB conferences
- b. Regular Meetings (regularly scheduled)
- c. ASB Regional Tours
- d. Other local agricultural events as approved by the Board within budget

Meetings

19. The ASB shall meet at such intervals as are necessary to meet the roles and responsibilities of the ASB as specified in Sections 13 and 14 and in accordance with the Agricultural Service Board Act.

- a. Postponing and cancellation shall be done by majority vote.
- b. The Agricultural Fieldman shall arrange the ASB meeting dates through consultation with the ASB Chair, with due regard for other scheduled Council meetings/events.

20. Meetings shall receive administrative support from:

- a. The Agricultural Fieldman.
- b. A recording secretary.
- c. Any other staff as deemed appropriate by the CAO for the effective conduct of the meetings.

21. Meeting agenda items may be submitted up to ten (10) days before a meeting by any member of the ASB to the Agricultural Fieldman, or designate, for inclusion in a draft agenda. The ASM Chair and the Agricultural Fieldman, or designate, will refine the draft agenda into a final agenda for each meeting in consultation with the Director in charge of the Agriculture department.

22. Minutes shall be recorded at each meeting and will be reviewed and approved at the following ASB meeting to be maintained as an official County record.

Remuneration of Members:

23. Members appointed by Council shall receive an honorarium pursuant to Big Lakes County Policy "Counc-04".

Effective Date

24. Big Lakes County Bylaw 29-2022 Agricultural Service Board is hereby rescinded.

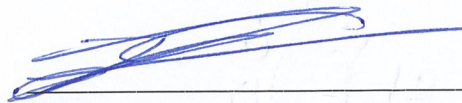
25. This bylaw comes into effect after third reading and upon signing.

Read a first time this 13th day of December 2023

Read a second time this 13th day of December 2023

Unanimous Consent to proceed to third and final reading provided this 13th day of December 2023

Read a third time this 13th day of December 2023



REEVE



CHIEF ADMINISTRATIVE OFFICER

