

**BYLAW 1515/20**  
**AGRICULTURAL SERVICE BOARD BYLAW**  
**STURGEON COUNTY, MORINVILLE, ALBERTA**

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A BYLAW OF STURGEON COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE AGRICULTURAL SERVICE BOARD

**WHEREAS**, section 3 of *Agricultural Service Board Act*, RSA 2000 c. A-10 (the Act) permits Council to establish and appoint members to an agricultural service board;

**AND WHEREAS**, sections 3(2) to 3(6) of the Act regulate the membership and organization of an agricultural service board, provisions which are further clarified within this Bylaw;

**AND WHEREAS**, the Council of Sturgeon County considers it expedient to establish an Agricultural Service Board to act as an advisory body and to assist Council in promoting, enhancing, and protecting viable and sustainable agriculture with a view to improving the economic viability of agricultural producers within the County;

**NOW THEREFORE**, the Council of Sturgeon County, in the Province of Alberta, duly assembled, enacts as follows:

**1. Title**

- 1.1. This Bylaw may be referred to as the “Agricultural Service Board Bylaw”.

**2. Purpose**

- 2.1. The purpose of this Bylaw is to establish the mandate, functions, and procedures of the Agricultural Service Board.

**3. Definitions**

- 3.1. In this Bylaw:

- (a) “Act” means the *Agricultural Service Board Act*, RSA 2000 c. A-10.
- (b) “Administration” means the County Commissioner and/or his designates.
- (c) “Administrative Representative” means the County employee assigned by the County Commissioner to provide administrative support to the Board.
- (d) “Board” means the Agricultural Service Board.
- (e) “Council” means the Council of Sturgeon County.
- (f) “County” means Sturgeon County.
- (g) “County Commissioner” means the Chief Administrative Officer of the County.

- (h) “Junior Member” means a Member of the Board who is between 16 and 25 years old and who is involved in agricultural programs or studies at the time that they apply for a position on the Board.
- (i) “Member” means a member of the Board.

#### **4. Establishment and Mandate**

- 4.1. The Agricultural Service Board is established.
- 4.2. The duties of the Board are:
  - (a) to act as an advisory body and to assist Council and the Minister of Agriculture and Forestry, 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 County.
- 4.3. In order to execute its duties, the Board shall:
  - (a) exercise on behalf of Council all the powers and perform all the duties that are conferred on it by Council, under the Act or any other enactment, with respect to agricultural matters,
  - (b) develop an annual Workplan consistent with its mandate letter issued by Council in achievement of the County’s Strategic Plan,
  - (c) recommend and participate in the development of programs that align with the strategic outcomes and goals established by the Board,
  - (d) review reports prepared by Administration on the activities of agricultural services provided within the County,
  - (e) submit and evaluate nominations for agricultural awards and select annual award recipient(s),
  - (f) review and discuss provincial Agricultural Service Board resolutions and their impact to the County’s agricultural industry,
  - (g) draft resolutions when policy or legislative changes are proposed at the provincial or federal level,

- (h) attend regional and provincial Agricultural Service Board conferences and vote on resolutions, and
- (i) participate in the planning of the annual Sturgeon County Agricultural Service Board Tour.

## **5. Membership**

- 5.1. The Board shall consist of two Councillors, four Members who are not Councillors, and one Junior Member.
- 5.2. Members shall be residents of Sturgeon County.
- 5.3. When appointing members to the Board, Council shall appoint members who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with the Act.
- 5.4. Councillors appointed to the Board shall serve a one-year term, with these appointments made at the annual Council Organizational Meeting.
- 5.5. Members of the Board who are not Councillors shall serve a 3-year term, except for a Junior member, who is appointed for a 1-year term. Terms shall be staggered to allow for continuity.
- 5.6. Appointments are for a calendar year, from January 1 to December 31, except the Junior Member, whose term is for one year from the date of appointment.
- 5.7. The Board is delegated authority to appoint the Junior Member.
- 5.8. Council may remove a Member at any time prior to the expiry of the Member's term of office by a resolution of Council.
- 5.9. A Member may resign from the Board by sending written notice to the Board's Administrative Representative.
- 5.10. A person who is a Member of the Board ceases to be a Member of the Board if, without being authorized by a resolution of the Board, the Member is absent from 3 consecutive regular meetings of the Board.
- 5.11. In order to assist the Board, the Minister of Agriculture and Forestry maybe designate an employee under the administration of the Minister as a Minister's representative to advise the Board on government programs, agricultural problems, and needs of the County, and to assist the Board, on the request of the Board, in the discharge of its duties. A representative designated by the Minister is not a Member of the Board.
- 5.12. Council may designate other individuals to advise the Board on agricultural matters. These individuals are not Members of the Board.

**6. Member Conduct**

- 6.1. Councillors who are Members of the Board shall be subject to the Council Code of Conduct Bylaw.
- 6.2. Members of the Board who are not Councillors shall be subject to the Board and Committee Public Member Code of Conduct Bylaw.

**7. Meetings and Meeting Procedure**

- 7.1. The Board shall follow the County's Procedure Bylaw in the conduct of its meetings.
- 7.2. Meetings will be scheduled at the call of the Chair.
- 7.3. All Members are voting members of the Board, except the Junior Member, who may vote only if they are 18 years of age or older.
- 7.4. The Administrative Representative will record meeting minutes in accordance with the Procedure Bylaw.
- 7.5. A vacancy on the Board does not impair the right of the remaining Members to act as long as the majority of the Members remain.
- 7.6. The Board may appoint one or more advisory committees with respect to any matter related to agriculture, and these advisory committees shall act in an advisory capacity to the Board and to Council.
- 7.7. Meetings shall be audio recorded and the recordings shall be retained in accordance with the County's Corporate Records Structure.

**8. Chair and Quorum**

- 8.1. Annually, at the first meeting of the calendar year, the Board shall elect a Chair and Vice Chair.
- 8.2. The Chair and Vice Chair will have the duties prescribed in the Council Committees Bylaw.
- 8.3. Members who are Councillors and the Junior Member are ineligible to serve as Chair, but may be elected to serve as Vice Chair.
- 8.4. Quorum shall be a majority of members of the Board.
- 8.5. The Chair, on behalf of the Board, must present a summary of its activities for the preceding year to Council in a form acceptable to Council containing the information required by Council.

**9. Administrative Support**

- 9.1. The County Commissioner shall designate a member of Administration to provide administrative support to the Board and this person shall be referred to as the Administrative Representative.
- 9.2. The Administrative Representative is not a Member of the Board and shall not vote on any matter.
- 9.3. The Administrative Representative shall ensure that the Board's files, including signed minutes and agenda packages of the Board, are retained in accordance with the County's Corporate Records Structure and any other governing legislation.
- 9.4. The Administrative Representative shall provide orientation to the whole Board at the first hearing of each calendar year, which shall include a review of this Bylaw, the Public Member Code of Conduct, and the Board and Committee Public Member Remuneration Policy.

**10. Remuneration**

- 10.1. Councillors who are Members of the Board shall be eligible to receive remuneration in accordance with the Elected Official Remuneration Policy.
- 10.2. Members of the Board who are not Councillors shall be eligible to receive remuneration in accordance with the Board and Committee Public Member Remuneration Policy, except the Junior Member, who shall receive a bursary at the end of their term in the amount equivalent to remuneration they would have received for their attendance at each meeting.

**11. Repeal and Effective Date**

- 11.1. This Bylaw rescinds Motion 190/19 establishing the Terms of Reference for the Agricultural Service Board.

11.2. This Bylaw shall come into force and take effect on January 1, 2021.

Read a first time this 13<sup>th</sup> day of October, 2020.

Read a second time this 24<sup>th</sup> day of November, 2020.

Read a third time this 24<sup>th</sup> day of November, 2020.

"Original Signed"

Alanna Hnatiw  
MAYOR

"Original Signed"

Reegan McCullough  
COUNTY COMMISSIONER (CAO)

November 30, 2020

DATE SIGNED

**If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.**