



POLICY NO. 11.01

FEBRUARY 9, 2016

TITLE: AGRICULTURAL SERVICES BOARD

POLICY STATEMENT:

Under the *Agricultural Service Board Act* of Alberta, municipalities have the option of establishing an agricultural service board to assist them with governance concerning agricultural matters. An agricultural service board can also serve as a platform for co-operation with the Provincial government on agricultural matters and also serves two-way communication between both levels of government on matters of concern and programs.

PURPOSE:

This policy clarifies

- the structure of Westlock County's Agricultural Service Board (the "Board"),
- the roles of the Board and members of the Board,
- the roles of some of the members of Westlock County administration that work with the Board,
- remuneration , and
- other related matters.

DEFINITIONS:

Board means Westlock County's Agricultural Service Board, established under the authority of Alberta's *Agricultural Service Board Act*.

Council means the Council of Westlock County's municipal government.

1. AGRICULTURAL SERVICE BOARD STRUCTURE:

As set out in Westlock County bylaw 03-2016, the structure of the Board is as follows:

- 1.1.** the Board consists of all members of Council.
- 1.2.** all members of the Board are voting members.
- 1.3.** The Reeve is the Chair.
- 1.4.** If a member of the Board is absent from three regular meetings of the Board without consent by motion from the other members, that person is no longer a member of the Board.
- 1.5.** A vacancy on the Board does not impair the Board's ability to function as long as a majority of the members remain on the board.

2. DUTIES AND POWERS:

As set out in Westlock County bylaw 03-2016, the duties and powers of the board are as follows:

- (a) to advise Council and assist Council and the Minister of Agriculture,
- (b) to advise on weed control, pest control, soil conservation and water conservation programs,
- (c) to assist with controlling livestock disease,
- (d) to promote, protect and enhance sustainable agriculture,
- (e) to participate in developing agricultural policies that meet the needs of Westlock County.

3. REMUNERATION:

Members of the Board will be remunerated as per Westlock County policies 5.02 and 5.03.

4. RESPONSIBILITIES OF THE AGRICULTURAL FIELDMAN:

4.1. as per the *Agricultural Service Board Act*, the Agricultural Fieldman is a designated officer of the municipality.

4.2. The Agricultural Fieldman carries out the functions of an Agricultural Fieldman set out in that Act. Those duties include

- (a) carrying out Westlock County's duties under any Act relating to agriculture, and
- (b) carrying out the programs established by Council, the Board, or the Board and the Minister of Agriculture.

5. RESPONSIBILITIES OF THE MANAGER OF AGRICULTURAL SERVICES

5.1. The Manager of Agricultural Services at Westlock County also serves as the Agricultural Fieldman of Westlock County.

5.2. The Manager of Agricultural Services is in charge of expenditures for Westlock County's Agricultural Services to an expenditure limit set by Council and the County's Chief Administrative Officer.


6. TRAINING AND DEVELOPMENT:

The Agricultural Service Board will provide opportunities for the Agricultural Fieldman and their staff to attend tours, conferences, workshops and training sessions. This is to ensure their knowledge, skills, permits and licenses stay current in order to carry out their duties under section 4.2.

MOTION: #52/16

DATE: February 9, 2016


Peter Kelly
Chief Administrative Officer


Bud Massey
Reeve

