



<b>Title: Agricultural Service Board (ASB)</b>	<b>Policy: AG 001</b>
<b>Section: Agriculture</b>	

### ACCOUNTABILITY TO VISION STATEMENT

A thriving agricultural sector not only reflects our rural community's nature but also embodies our identity and success.

We ensure the preservation and growth of our agricultural community by implementing policies that promote an environmentally responsible and economically sustainable agricultural industry.

The Agricultural Service Board is the link between Council and the community with respect to agricultural related policies.

### POLICY STATEMENT

The provincial Agricultural Service Board Act allows Flagstaff County to establish and appoint members to an Agricultural Service Board and provides that the members of the board be paid from the municipality's own funds reasonable allowances for traveling, subsistence and other out-of-pocket expenses incurred when attending meetings of the board.

#### MEMBERS AND TERM:

1. The Flagstaff County Agricultural Service Board will consist of three (3) County Councillors and four (4) members-at-large.
2. The members-at-large will be appointed at the annual Organizational Meeting and be limited to two (2) consecutive terms of no more than three (3) years each. Upon completion of two (2) terms, members must wait a period of one term before reapplying. In the case that no new applications are received, the one term waiting period may be waived, at the discretion of County Council.
3. The Chairman and Vice-Chairman of the Agricultural Service Board will be a County Councillor appointed by Council at their annual Organizational meeting.

#### DUTIES:

Section 2 of the Agricultural Service Board Act states, the duties of the Agricultural Service Board are to:

1. Act as an advisory body and to assist the Council and the Ministers, in matters of mutual concern;
2. Advise on, and help organize and direct weed and pest control and soil and water conservation programs;
3. Assist in control of animal disease under the Animal Health Act;
4. Promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer; and,
5. Promote and develop agricultural policies to meet the needs of the municipality.

#### MEETINGS:

1. Meetings shall be held a minimum of four (4) times per year, with additional meetings as issues dictate. The meetings will be held on the first Monday in March, June, September and December.
2. If a member cannot attend a meeting, that member is responsible to notify the Administration of his absence so it can be determined if a quorum will be present.
3. The Agricultural Fieldman or designate, is the principal advisor to the ASB. Attendance of specific County staff or guests is at the discretion of the Chairman and Agricultural Fieldman. Delegations may appear as needed to inform and educate the ASB.

**APPOINTING MEMBERS-AT-LARGE**

**A. GUIDELINES**

1. Members-at-large must be:
  - a. an active agricultural producer in Flagstaff County;
  - b. familiar with current agricultural issues and practices; and
  - c. deemed to be qualified to recommend policies that are consistent with the requirements of the Agricultural Service Board Act.
2. All members-at-large must reside in, or own property within, the boundaries of Flagstaff County at the time of appointment, and for the duration of the term of their appointment.
3. A person who is a member-at-large ceases to be a member of the Board if, without being authorized by a resolution of the Board, the member is absent from three (3) consecutive regular meetings of the Board.
4. If a person ceases to be a member of the Board before the expiration of his or her designated term, including by reason of resignation, Council shall appoint another eligible person as an acting member.
5. The members-at-large will be paid a per diem rate as well as mileage and subsistence in accordance with Policy LE 004 Boards and Committees and Policy HR 006 Mileage and Subsistence for attending meetings of the Board.

**B. PROCEDURES TO APPOINT MEMBERS-AT-LARGE**

1. Flagstaff County will advertise for members-at-large prior to the end of their term.
2. Interested individuals shall submit an application in writing outlining their qualifications and experience in the agricultural field.
3. Applicants must be able to attend Board meetings as well as Regional and Provincial Conferences.
4. Applications will be reviewed by administration and presented at a Council meeting for Council to appoint a new member(s). Selection will be based on agricultural experience and agricultural community involvement. Council reserves the right to accept or reject any or all applications.

<b>Council Approved:</b> March 15, 2023	<b>Resolution #:</b> FC20230315.1009
<b>Reference:</b> Agricultural Service Board Act	<b>Signature:</b> <i>S. Amos</i>
<b>Review Cycle:</b>	<b>Next Review Year:</b>
Every three (3) years	2026