



FLAGSTAFF COUNTY POLICY

Title: Soil Conservation	Policy: AG 004
Section: Agriculture	

ACCOUNTABILITY TO VISION STATEMENT

Our vision of a strong, vibrant, and sustainable regional Community of communities is deeply connected to the well-being of our agricultural and rural landscapes. Recognizing that the health of our land is integral to our rural identity and quality of life, we uphold the principles of responsible land stewardship. The Soil Conservation Act supports our vision by safeguarding natural resources and ensuring the long-term sustainability of agricultural productivity.

POLICY STATEMENT

The purpose of this policy is to provide direction and administer legislated duties under the Soil Conservation Act.

1. The local authority (Municipal Council) shall appoint the Assistant Agricultural Fieldman as a Soil Conservation Officer under the Soil Conservation Act for the term of their employment. The Agricultural Fieldman is, by virtue of title under the Agricultural Service Board Act, automatically appointed as a Soil Conservation Officer under the Soil Conservation Act.
2. As per Section 14(a)(i) of the Soil Conservation Act, the local authority (Municipal Council) shall appoint the Agricultural Service Board (ASB) as the appeal committee and are appointed at the annual organizational meeting, to review and render decisions upon appeals submitted.
3. The Soil Conservation Appeal Committee (Schedule A) Terms of Reference (ToR) outlines the structure, membership, and operational framework governing the local authority.

Council Approved: April 1, 2026	Resolution #: FC.2026.04.01.1012
Reference: Soil Conservation Act and Municipal Government Act	Signature:  Shelly Armstrong (Apr 7 2026 11:23:00 MDT)
Review Cycle:	Next Review Year:
Every three (3) years	2029

Soil Conservation Appeal Committee

Terms of Reference

Purpose

The Soil Conservation Appeal Committee shall hear and decide appeals submitted under the provisions of the Soil Conservation Act, RSA 2000, c. S-15, and associated regulations. When convened, the Committee acts as an independent and impartial appeal body to ensure fair, consistent, and legislatively compliant decisions regarding soil conservation notices, orders, or actions issued by the Agricultural Fieldman, Soil Conservation Officer, or designate. The Committee exercises its authority in accordance with applicable legislation and County policy.

Duties

The Soil Conservation Appeal Committee shall:

1. Hear appeals filed under the Soil Conservation Act within legislated timelines.
2. Review evidence and submissions from appellants and the Agricultural Fieldman, Soil Conservation Officer, or designate.
3. Ensure appeals are conducted in a fair, unbiased, and procedurally sound manner.
4. Interpret and apply the Soil Conservation Act and related regulations when rendering decisions.
5. Confirm, vary, or revoke soil conservation notices, orders, or decisions under appeal.
6. Provide written decisions with reasons to all parties involved.
7. Act solely in an adjudicative capacity and not as an advisory or administrative body.

Authority

The Soil Conservation Appeal Committee is authorized to hear and decide appeals under the Soil Conservation Act. Decisions of the Committee are final at the municipal level and are not subject to approval or amendment by Council.

Composition of the Soil Conservation Appeal Committee

The Committee shall consist of all members of Flagstaff County ASB.

Membership

Members shall be active members of the ASB; and be free from conflict of interest with respect to the appeal being heard.

Chairperson

The Chairperson shall be selected by the Committee from among its members for each appeal hearing.

The Chairperson shall:

- Preside over the hearing and maintain orderly conduct;
- Ensure procedural fairness and compliance with applicable legislation; and
- Sign written decisions on behalf of the Committee.

If a Chairperson is unavailable, the Committee shall appoint an Acting Chairperson from among its members.

Decision Making

Decisions of the Soil Conservation Appeal Committee shall be reached by vote. A majority vote of members present constitutes a decision of the Soil Conservation Appeal Committee. In the event of a tie vote, the motion shall be deemed defeated.

Quorum

A quorum shall consist of a majority of Committee members eligible to hear the appeal.

Minutes

A record of proceedings shall be maintained for each hearing.

Meetings

Appeal hearings shall be held as required upon receipt of a valid notice of appeal.

The Committee shall hear and determine an appeal within the timelines prescribed by the Soil Conservation Act.

Soil Conservation Officer / Agricultural Fieldman

The Soil Conservation Officer or Agricultural Fieldman shall provide all relevant information, documents, and responses required during the hearing.

Appellant

The Appellant shall provide all relevant information, documents, and responses required during the hearing.

A notice of appeal is not effective unless it is served on the local authority within the period specified in the notice issued under the Soil Conservation Act for commencement of remedial measures, or before remedial measures are undertaken.

Appeal Filing Requirements

The notice of appeal shall be submitted in writing and shall include:

- a. The name of the appellant;
- b. An address for service on the appellant;
- c. The legal description of the land in respect of which the appeal is being taken;
- d. The grounds for appeal; and
- e. A refundable deposit in the amount of \$50, which shall be returned if the appeal is successful.

Hearing Order of Presentation

1. Nomination and election of Chairperson.
2. Call to order.
3. Introductions.
4. Call for objections.
5. Hearing purpose and procedure.
6. Description of notice of appeal.
7. Soil Conservation Officer report.
8. Appellant's statement and presentation.
9. Soil Conservation Officer's final comments.
10. Appellant's summary or rebuttal.
11. Questions from the Appeal Committee.
12. Chairperson's final remarks and hearing summation.
13. Deliberation of the Appeal Committee (closed session).
14. Appeal Committee decision.
15. Adjournment.