

**SECTION: Agricultural Services****3-01****SUBJECT: Agricultural Service Boards****POLICY NAME: Establishment and Operation of Agricultural Service Boards****POLICY DEPT(S): Agricultural Services, District Offices, Property of Administration****EFFECTIVE DATE September 10, 2024****LAST AMENDED:****1. PURPOSE:**

To establish operational guidelines for the Agricultural Services Boards (ASBs) in the Special Areas.

**2. POLICY STATEMENT:****I. Scope of Authority**

- a) Each Special Area is entitled to have its own ASB.
- b) The ASBs function in an advisory capacity to the Special Areas Board.
- c) The authority of the ASBs is delineated from the *Agricultural Service Board Act* and the council, in this case the Special Areas Board (SAB), that has created the ASB.

**II. Duties and Responsibilities of the ASB**

Agricultural Service Boards work under the authority of the *Agricultural Service Board Act*. Section 2 of the Act assigns duties to ASB as follows:

- a) to act as an advisory body and to assist the council (SAB) and the Minister (of Agriculture), 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 municipality.

**III. Membership**

- a) Each ASB will be made up of a minimum of five members, appointed by the SAB.
  - i. Two elected advisory councilors shall be appointed as members at the Advisory Council Organizational Meeting no later than 14 days after the third Monday in October as per section 192 of the *Municipal Government Act*.
  - ii. The remaining members of the ASBs will consist of members at large from a variety of areas and agricultural backgrounds within each municipality.
  - iii. A chair will be elected by the ASB members, and appointed annually by the SAB.

- iv. The Special Areas Board may appoint additional representation to an ASB if they require it.
- b) ASB members shall serve the ASB for a maximum of two, 4-year terms.
  - i. At large members may serve the ASB for the maximum term and then a replacement will be found from their area. If none are found, they may remain on the board for another 4-year term by motion of the ASB.
  - ii. Advisory councilors serve the ASB for the maximum term before substitution.
  - iii. The ASB chair shall not serve a term longer than four consecutive years.
- c) As per *the Agricultural Service Board Act* Section 3(5): A person who is a member of the Agricultural Service Board ceases to be a member if, without being authorized by a resolution of the Board, the member is absent from three (3) consecutive regular meetings of the Board.
- d) As per section 8(1) of the *Agricultural Service Board Act* the Special Areas Board, in consultation with the ASBs, appoint an Agricultural Fieldman for each ASB to implement agricultural policies and programs and to manage the agricultural resources of the municipality.

#### **IV. Meetings**

- a) A minimum of three meetings per year for each ASB will be conducted, with one set to review regional resolutions when presented, and one to review provincial resolutions when presented.
- b) A joint ASB meeting between the three ASBs should be held, at minimum, every two years. This meeting should be held with the intent to discuss broad issues that affect all the individual ASBs, review policy and programming, as well as inform other ASBs what issues each area is facing.
- c) A minimum of two ASB members should be selected from each ASB to attend the Regional ASB Conference and vote on presented resolutions.
- d) A minimum of two ASB members should be selected from each ASB to attend the Provincial ASB Conference and vote on presented resolutions.

#### **V. Funding/ Requisitioning**

- a) ASB programming and directives are carried out by the Special Areas Agricultural Services Department, for which the Agricultural Fieldmen will prepare annual and long-term budget planning that will be reviewed and recommended by the ASB, Special Areas Advisory Council and Special Areas Board to the Minister of Municipal Affairs.
- b) Additional funding requisitions will be made on the recommendation of the ASB to the Special Areas Board.

#### **VI. Reporting**

- a) The ASB reports to the Special Areas Board.
- b) As per section 4 of the *Agricultural Service Board Act*, the ASB shall report to council (defined as the Minister responsible to the *Special Areas Act*) at least annually on its activities and programming.

- c) Administration of the ASB programs, policies and management of the Agricultural Services Department is carried out by municipality's Agricultural Fieldman who reports to the appropriate District Administrator.
- d) The ASBs are accountable for any reporting requirements from additional funding streams such as the provincial ASB Grant Program.
- e) Any shared funding applied for with other entities may also require additional reporting.

**VII. The ASBs will advise the Agricultural Services Departments and the Special Areas Board on the following programming directives:**

- a) Weed and pest surveillance and control.
- b) Soil and water conservation.
- c) Assistance in the control of livestock disease under the *Animal Health Act*.
- d) The promotion, enhancement, and protection of viable and sustainable agriculture with a view to improving the economic viability of ratepayers, and the Special Areas.

**VIII. The ASB will identify the need for extension events and programing, and partner strategically with organizations such as Chinook Applied Research Association as needed.**

**IX. Applicable Legislation**

- a) *Special Areas Act* (RSA 2000, S-16)
- b) *Agricultural Service Board Act* (RSA 2000, A-10)
- c) *Weed Control Act* (2008, W-5.1)
- d) *Agricultural Pests Act* (RSA 2000, A-8)
- e) *Soil Conservation Act* (RSA 2000, S-15)
- f) *Animal Health Act* (2007, A-40.2); and
- g) All attendant Regulations and SAB policies

**APPROVAL:**

  
Acting Chair

SIGNATURE AREA

Jordon Christianson, Chair  
Special Areas Board