	MUNICIPAL DISTRICT OF PEACE NO. 135	
PREPARED BY: Nasar Iqbal	ADOPTED BY:	NUMBER: ASB – 7
REVISED BY: Nasar Iqbal	COUNCIL	Page 1 of 2
TITLE: Agricultural Service Board Policy	Date: Feb. 27, 2020, Revised November 15, 2022	

This policy establishes guidelines for the roles and responsibilities, the structure and membership criteria, and board meetings of the Agricultural Service Board, Municipal District of Peace No. 135.

Guidelines:


1. Roles and Responsibilities

The Agricultural Service Board (ASB) is established under the *Agricultural Service Board Act* to:

- a. Act as an advisory body and assist the Council and the Minister of Agriculture, Forestry and Rural Economic Development.
- b. The ASB is to ensure the enforcement of Provincial Statutes (*Weed Control Act, Soil Conservation Act, Agricultural Pest Act, and Agricultural Service Board Act*) to benefit all Municipal residents.
- c. Assist in the control of livestock diseases under the *Animal Health Act*.
- d. To develop and deliver collaborative environmental stewardship initiatives that result in sustainable and diverse growth and provide extension services.
- e. Promote and develop agricultural policies to meet the Municipality.
- f. The ASB shall prepare and annually review the "Agricultural Service Board Strategic Plan" describing all of the programs provided by the ASB.
- g. The ASB shall annually prepare and submit operating and capital budgets and expenditures to Council for approval.
- h. All ASB programs and procedures shall be subject to the Municipal District of Peace No. 135 policies and bylaws.

2. Structure of Agricultural Service Board

- a. The ASB will consist of two Councillors, not less than three members at large and not more than six members at large appointed annually to serve a one-year term at the Organizational meeting.
- b. The Chairman and Vice Chairman of the ASB will be a Councillor member designated annually at the Organizational meeting by the Council.
- c. The Vice Chairman will preside over any business of the Board in the absence of the Chairman.
- d. A member of the Board may be re-appointed upon the expiry of the term.

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- e. Council may terminate the appointment of any member of the Board, by resolution, at any time.
- f. Members of The Board will be entitled to remuneration and travel and other expenses as established by the Council, from time to time.
- g. The Manager of Agricultural Services (Agricultural Fieldman) is a non-voting member and helps organize the ASB meeting and advise the Board.
- h. The Manager of Agricultural Service or his designate shall be the secretary to the Board and will prepare and circulate Board meeting agendas and ensure that minutes of the meetings are recorded and circulated to the Board members and CAO.

3. Membership Criteria for Members at Large Agricultural Service Board

The Agricultural Service Board member at large shall:

- a. Be 18 years of age at the time of appointment and be a current resident or ratepayer of the Municipal District of Peace no. 135.
- b. Not be in arrears or otherwise owing to the Municipality, not in litigation with the Municipality and have not any current or outstanding compliance order issued by the Municipality against them.
- c. The membership of the Board shall include a person who, in the opinion of the ASB and the Council, is familiar with agricultural concerns and issues and qualified to develop policies consistent with the Act.
- d. The ASB and the Council shall make every effort to ensure the Board comprises members with diverse knowledge on agricultural matters.

4. Agricultural Service Board Meetings

- a. The Board shall have not less than three meetings annually, and other meetings, as necessary, will be at the call of the Chairman.
- b. A quorum of the Board shall be any four members.
- c. All members shall vote on every matter placed before the Board unless a member has a pecuniary interest, in which case the member shall declare his interest, abstain from the discussion and voting on the matter, and have his interest and abstention recorded in the minutes.
- d. In the event of a tie vote, the decision shall be deemed to be decided in negative.
- e. Alberta Agriculture's key contact may be invited to meetings as needed and will not have voting privileges.