



AGENDA ITEM

Policy CC(3) Duties of Committees, Commissions & Boards, Agricultural Service Board Terms of Reference

May 12, 2022

BACKGROUND

Lacombe County Policy CC(3) details the duties and responsibilities of Council Committees, Commissions, and Boards.

At the April 28, 2022, Council meeting, Council considered changes to the Agricultural Service Board's Terms of Reference based on a recommendation from the March 1, 2022, ASB Meeting. Following discussion, the following resolution was made:

Moved by Mrs. Kreil that the County Manager be directed to amend the Agricultural Service Board Terms of Reference as identified in Policy CC(3) by:

- 1. Including a provision stating that the Agricultural Service Board is to meet three times per year, and***
- 2. replace the clause "Reeve to Serve as Chair" with "Chairperson and Vice-chairperson" shall be selected by Council at the organizational meeting; and***

furthermore, that Policy CC(3), as amended, be presented to Council at a future meeting for consideration of approval.

Carried Unanimously.

Administration is seeking Council's approval of Policy CC(3) as amended.

ANALYSIS

Administration has prepared amendments to Policy CC(3) to reflect the direction provided by Council regarding the Agricultural Service Board's Terms of Reference. Administration has attached the amended Policy CC(3) for Council's consideration.

Alternatives:

1. Council may amend Policy CC(3) as presented
2. Council may make no change to Policy CC(3)
3. Council may take other action(s)

BUDGET IMPLICATIONS

The 2022 Agriculture Budget includes per diems and meeting expenses for one ASB meeting and seven board members.

LEGISLATIVE RESPONSIBILITIES

Section 3 of the *Agricultural Service Board Act* states:

- (1) A Council may establish and appoint members to an agricultural service board and provide that the members of the board be paid, out of the funds of the municipality, reasonable allowances for travelling, subsistence and out-of-pocket expenses incurred in attending meetings of the board.
- (2) The council is to determine the chair, the number of members, the voting status and the term of office of the members of the board.
- (3) The membership of a board must include persons who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with this Act.
- (4) A board has and must exercise on behalf of a council all the powers and perform all the duties that are conferred on it by the council, under this or any other enactment, with respect to agricultural matters.
- (5) A person who is a member of a board ceases to be a member of the board if, without being authorized by a resolution of the board the member is absent from 3 consecutive regular meetings of the board.
- (6) A vacancy on the board does not impair the right of the remaining members to act as long as a majority of the members remain.

RECOMMENDATION

That Council approve the following resolution:

That Policy CC(3) be approved as amended.

PREPARED BY: Mike Bates, Manager of Agriculture and Environmental Services



REVIEWED BY: Dion Burlock, Director of Community Services



REVIEWED BY: Tim Timmons, County Manager

