



# Policy # 6301

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**Policy Title:** Agricultural Service Board Policy

**Policy No.:** 6301

**Approval:** County Council

**Effective Date:** January 1, 2006

**Supersedes Policy No.:** Section D, Agriculture 5(a)

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**Policy Statement:** Mountain View County (the County) will establish an Agricultural Service Board and the terms of reference for the Board.

**Purpose:** To indicate the Council's intention of establishing an Agricultural Service Board and to set out the terms of reference for the Board.

**Principles:**

1. The authority to establish an Agricultural Service Board is vested in County Council (Section 3(1) Agricultural Service Board Act).
2. The Council through the Agricultural Service Board intends to provide services that promote and enhance agricultural production within the County in accordance with Provincial legislations and County policies.

**1. Definitions**

- 1.1 "A.S.B." means the Agricultural Service Board
- 1.2 "Board" means the Agricultural Service Board.
- 1.3 "Council" means the Council of Mountain View County.

**2. Roles and Responsibilities**

- 2.1 The Agricultural Service Board (A.S.B.) is established under the Agricultural Service Board Act to:
  - 2.1.1 Act as an advisory body and to assist Council and the Minister of Agriculture, in matters of mutual concern.
  - 2.1.2 Advise on and to help organize and direct weed and pest control and soil and water conservation programs.
  - 2.1.3 Assist in the control of livestock disease under the Livestock Diseases Act.
  - 2.1.4 Promote, enhance and protect viable and sustainable Agriculture with a view to improving the economic viability of the agricultural producer.
  - 2.1.5 Promote and develop agricultural policies to meet the needs of the municipality. (R.S.A. 2000 c. A-10 s. 2, 2007 c. A-40.2 s. 74)

- 2.2 The A.S.B. is to ensure Provincial Statutes (Weed Control Act, Soil Conservation Act, Agricultural Pests Act, and Agricultural Service Board Act) are administered to the benefit of all Municipal residents.
- 2.3 The A.S.B. shall annually prepare and submit operating and capital budgets and an annual report on programs and expenditures to Council for approval.
- 2.4 The A.S.B. has the responsibility and authority to carry out the programs approved by Council in the annual operating and capital budgets.
- 2.5 The A.S.B. shall review annually the Strategic Business Plan document describing all of the goals and programs provided by the A.S.B.
- 2.6 A.S.B. members will advise the Board on the level of success of A.S.B. programs and policies in their area.
- 2.7 The A.S.B. will advise Council with respect to proper land utilization in general terms with the view to improving the economic welfare of County farmers.
- 2.8 The A.S.B. will develop and oversee environmental programs with Agricultural impacts.
- 2.9 The A.S.B. will oversee program and project approvals for riparian enhancement projects.
- 2.10 All A.S.B. programs and procedures shall be subject to county policies and bylaws.
- 2.11 All matters relating to administration shall be subject to County policy.

**3. Structure of Agricultural Service Board**

- 3.1 The A.S.B. will consist of three (3) Councillors appointed annually at the Organizational meeting.
- 3.2 Four members at large who are interested in the betterment of Agriculture will be appointed by Council with input from the Agricultural Fieldman at the Organizational meeting.
  - 3.2.1 These members must meet the following criteria:
    - 3.2.1.1 Be an active Agricultural producer.
    - 3.2.1.2 Be well versed in diversified County agriculture.
    - 3.2.1.3 Be able to attend Regional and Provincial A.S.B. Conferences as well as monthly meetings.
    - 3.2.1.4 The Chair and Vice Chairperson will be selected by the A.S.B. at the first meeting following Council's organizational meeting.
  - 3.2.2 These members at large will serve a three-year term on a rotational basis and will be eligible for reappointment.
  - 3.2.3 Per diem, mileage and approved expenditures will be paid in accordance to Policy 1004 – Councillor Remuneration.
- 3.3 The Agricultural Fieldman and Assistant Agricultural Fieldman are non-voting members.

**4. Agricultural Service Board Meetings**

- 4.1 The A.S.B. will meet monthly, with meetings on the third Monday of each month. If the meeting is not required it will be cancelled at the call of the Chair.
- 4.2 Other meetings as necessary will be at the call of the Chair.
- 4.3 A.S.B. minutes will be received as information at the Policies & Priorities Committee meetings and forwarded to the Provincial A.S.B. Coordinator if required.
- 4.4 Alberta Agricultural Representatives may be invited as needed and will not have voting privileges.

**5. Special Agricultural Committees**

- 5.1 Special Agricultural Committees are considered to be Ad Hoc Committees.
- 5.2 Committee membership, structure, term, and appointments are to be determined by the A.S.B. at the time of creation, and reviewed annually until the need for the respective committee is no longer required.
- 5.3 Remuneration for committee members other than A.S.B. members, if required, will be no greater than the maximum according to County policy.

End of Policy

Approved: April 16, 2012  
Amended: April 24, 2013