



LAC STE. ANNE COUNTY

BYLAW NO. 19-2026
AGRICULTURAL SERVICE BOARD BYLAW

A BYLAW OF LAC STE. ANNE COUNTY, IN THE PROVINCE OF ALBERTA, TO CONTINUE AND GOVERN THE AGRICULTURAL SERVICE BOARD.

WHEREAS the *Agricultural Service Board Act* authorizes the Council of a municipality to establish an Agricultural Service Board;

AND WHEREAS Council established the Lac Ste. Anne County Agricultural Service Board under Bylaw 21-2017;

AND WHEREAS Council considers it appropriate to update the governance, membership, mandate and administrative provisions applying to the Board to reflect its current structure;

NOW THEREFORE, the Council of Lac Ste. Anne County, duly assembled, enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as the "Agricultural Service Board Bylaw."

2. DEFINITIONS

2.1 In this Bylaw:

- a) "Act" means the *Agricultural Service Board Act*, R.S.A. 2000, Chapter A-10, as amended or replaced from time to time;
- b) "Agricultural Fieldman" means the qualified person appointed by Council in consultation with the Board in accordance with the Act;
- c) "Board" means the Lac Ste. Anne County Agricultural Service Board (ASB);
- d) "Chair" means the member appointed by Council to preside over the Board;
- e) "Chief Administrative Officer" or "CAO" means the person appointed by Council as the County's chief administrative officer or that person's designate;
- f) "Council" means the duly elected Council of Lac Ste. Anne County;
- g) "County" means the municipal corporation of Lac Ste. Anne County;
- h) "Member-at-Large" means a public member appointed to the Board by Council who is not a member of Council;
- i) "Meeting Procedure Bylaw" means the County's bylaw governing the procedures and conduct of Council and committee meetings, as amended or replaced from time to time; and
- j) "Vice-Chair" means the member appointed by Council to perform the duties of the Chair in the Chair's absence or incapacity.

2.2 Unless otherwise defined in this Bylaw, words and expressions have the meanings assigned to them in the Act or the Municipal Government Act.

3. ESTABLISHMENT OF THE BOARD

3.1 The Agricultural Service Board is hereby established.

3.2 The Board shall operate in accordance with:

- a) the Act and other applicable legislation;
- b) this Bylaw;
- c) the Meeting Procedure Bylaw;
- d) County policies; and
- e) any authority lawfully delegated to the Board by Council.

3.3 If a conflict exists between this Bylaw and an enactment of the Province of Alberta, the provincial enactment prevails to the extent of the conflict.

4. MEMBERSHIP

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4.1 The Board shall consist of five voting members appointed by Council as follows:

- a) two members of Council; and
- b) three Members-at-Large.

4.2 Members-at-Large shall:

- a) be residents of Lac Ste. Anne County;
- b) possess agricultural knowledge, experience or involvement that, in the opinion of Council, qualifies them to contribute to the mandate of the Board; and
- c) be familiar with agricultural concerns and issues and qualified to participate in the development of policies consistent with the Act.

4.3 In making appointments, Council may consider:

- a) representation from different geographic areas of the County;
- b) representation from different agricultural sectors and types of agricultural operations;
- c) the applicant's knowledge, experience and community involvement; and
- d) the need to maintain continuity and a range of perspectives on the Board.

4.4 County employees and representatives of government departments or other organizations may attend and provide information or advice to the Board but shall not be voting members unless separately appointed by Council in accordance with the Act.

5. TERMS OF APPOINTMENT

5.1 Council members shall be appointed to the Board at Council's annual Organizational Meeting for a term of one year or until their successors are appointed.

5.2 Members-at-Large shall be appointed for terms of three years.

5.3 Member-at-large appointments should be staggered, where reasonably practicable, to promote continuity and avoid all appointments expiring at the same time.

5.4 A member may be reappointed by Council upon the expiry of their term.

5.5 A member shall continue to hold office until:

- a) the member's successor is appointed;
- b) the member resigns;
- c) the member ceases to be eligible to serve;
- d) the member ceases to hold office under the Act; or
- e) the member's appointment is rescinded by Council.

6. RESIGNATIONS, VACANCIES AND ATTENDANCE

6.1 A Member-at-Large may resign by providing written notice to the CAO or Agricultural Fieldman.

6.2 Council may rescind the appointment of a Member-at-Large before the expiry of the member's term.

6.3 Council may appoint an eligible person to fill a vacancy for the remainder of the unexpired term.

6.4 A vacancy does not impair the ability of the remaining members to act, provided that a majority of the authorized membership of the Board remains in office and quorum requirements are met.

6.5 In accordance with the Act, a member who, without authorization by resolution of the Board, is absent from three consecutive regular meetings ceases to be a member of the Board.

6.6 An absence authorized by the Board shall be recorded in the meeting minutes.

7. CHAIR AND VICE-CHAIR

7.1 Council shall appoint the Chair and Vice-Chair at its annual Organizational Meeting.

7.2 Council may appoint a Chair or Vice-Chair at any other time when required to fill a vacancy.

7.3 The Chair shall:

- a) preside over Board meetings;
- b) preserve order and decorum;



- c) ensure meetings are conducted in accordance with the Meeting Procedure Bylaw; and
- d) act as the primary spokesperson for the Board unless otherwise determined by Council or the Board.

7.4 The Vice Chair shall perform the duties of the Chair when the Chair is absent, unable to act or the position is vacant.

7.5 When both the Chair and Vice-Chair are absent, the members present may select a member to preside over the meeting.

8. DUTIES AND AUTHORITY OF THE BOARD

8.1 The Board shall carry out the duties and responsibilities assigned to an Agricultural Service Board under the Act and any other applicable legislation.

8.2 Without limiting section 8.1, the Board shall:

- a) act as an advisory body and assist Council and the Minister responsible for agriculture on matters of mutual concern;
- b) advise on and assist in organizing and directing weed and pest control and soil and water conservation programs;
- c) assist in the control of animal disease under the Animal Health Act;
- d) promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of agricultural producers; and
- e) promote and develop agricultural policies that respond to the needs of the County.

8.3 The Board may:

- a) review and provide recommendations concerning agricultural programs, policies, services and proposed service levels;
- b) advise Council on agricultural conditions, emerging issues and legislative matters affecting the County;
- c) review proposed agricultural operating and capital priorities and provide recommendations for Council's consideration;
- d) participate in regional and provincial Agricultural Service Board activities;
- e) communicate agricultural concerns and approved advocacy positions to other municipalities, agricultural organizations and governments; and
- f) exercise any additional power or perform any additional duty relating to agricultural matters that is lawfully delegated to it by Council.

8.4 Recommendations requiring Council approval shall be forwarded to Council for consideration.

8.5 Where Council has expressly delegated authority to the Board, the Board may exercise that authority in accordance with:

- a) applicable legislation;
- b) this Bylaw;
- c) County policies; and
- d) the terms and limitations of the delegation.

8.6 Nothing in this Bylaw authorizes the Board to exercise a statutory responsibility assigned exclusively to Council, the municipality, a designated officer, an inspector or another person under provincial legislation unless that authority may lawfully be delegated and has been expressly delegated to the Board.

9. ACCOUNTABILITY AND REPORTING

9.1 The Board is accountable to Council.

9.2 The Board shall present Council with an annual summary of its activities for the preceding year in the form and containing the information required by Council.

9.3 The Board may make recommendations to Council concerning matters within its mandate.

9.4 Council may refer agricultural matters to the Board for review and recommendation.



9.5 Board members shall comply with applicable County policies and bylaws concerning conduct, confidentiality and conflicts of interest.

9.6 A member shall disclose any conflict or pecuniary interest and refrain from participating in a matter where required by applicable legislation, County policy or the Meeting Procedure Bylaw.

10. MEETINGS AND PROCEDURES

10.1 The Board shall hold at least four regular meetings each calendar year.

10.2 Additional or special meetings may be called in accordance with the Meeting Procedure Bylaw.

10.3 Except where otherwise provided by the Act, another applicable enactment or this Bylaw, the meetings and proceedings of the Board shall be governed by the Meeting Procedure Bylaw.

10.4 Meetings shall be open to the public except where all or part of a meeting may lawfully be held in a closed session.

10.5 Notice of meetings, preparation and distribution of agendas, electronic participation, delegations and public presentations shall be governed by the Meeting Procedure Bylaw and applicable County policies.

10.6 Each member, including the Chair, is entitled to one vote.

10.7 A motion is defeated when the vote is tied.

10.8 Voting by proxy is not permitted.

11. QUORUM

11.1 Quorum shall consist of a majority of the voting members appointed and holding office at the time of the meeting.

11.2 Notwithstanding section 11.1, the Board may act only while a majority of its authorized membership remains in office, as required by the Act.

11.3 If quorum is lost during a meeting, the meeting shall be recessed or adjourned in accordance with the Meeting Procedure Bylaw.

12. AGENDAS, MINUTES AND RECORDS

12.1 The Agricultural Fieldman or designate shall coordinate the preparation and distribution of Board agendas in consultation with the Chair.

12.2 Minutes shall be prepared for every Board meeting and retained in accordance with the County's records management requirements.

12.3 Minutes shall be presented to the Board for adoption at a subsequent meeting.

12.4 Approved minutes shall be signed in accordance with the Meeting Procedure Bylaw and forwarded or otherwise made available to Council.

13. AGRICULTURAL FIELDMAN

13.1 Council, in consultation with the Board, shall appoint a qualified person as Agricultural Fieldman in accordance with the Act.

13.2 The Agricultural Fieldman is the principal administrative advisor to the Board and shall:

- a) implement agricultural policies and programs approved by Council;
- b) exercise the duties and authority assigned to the Agricultural Fieldman under applicable legislation;
- c) manage the County's agricultural programs and resources within Council-approved policies, budgets and service levels;
- d) provide administrative and technical support to the Board; and
- e) perform any other related duties assigned by the CAO.

13.3 The Board may provide advice and recommendations to the Agricultural Fieldman concerning agricultural programs and priorities; however, the Board shall not direct County employees except where Council has expressly delegated such authority.

14. STATUTORY APPEAL BODIES

14.1 Appointment to the Board does not, by itself, constitute appointment to an appeal committee, appeal panel or other statutory body.

14.2 Appointments to any appeal committee or other statutory body shall be made separately by Council in accordance with the applicable legislation.

14.3 A person serving on both the Board and an appeal body shall exercise each role independently and in accordance with the legislation governing that body.

15. REMUNERATION AND EXPENSES

15.1 Members-at-Large may receive remuneration and reimbursement of expenses in accordance with the rates and policies approved by Council.

15.2 Council members shall receive remuneration and reimbursement of expenses in accordance with the applicable Council remuneration policy.

16. TRANSITIONAL PROVISIONS

16.1 The repeal of Bylaw 21-2017 does not:

- a) dissolve the Board;
- b) invalidate a resolution, decision, recommendation or other action lawfully made under Bylaw 21-2017; or
- c) terminate an appointment made under Bylaw 21-2017.

16.2 Members holding office immediately before this Bylaw comes into force shall continue to serve for the remainder of their existing terms unless they resign, cease to hold office under the Act or their appointments are rescinded by Council.

16.3 Following the expiry of the existing Member-at-Large appointments, Council may adjust the length of initial replacement appointments where necessary to establish staggered three-year terms.

16.4 References in a County policy, resolution or other document to the Agricultural Service Board established under Bylaw 21-2017 shall be interpreted as references to the Board continued under this Bylaw.

17. SEVERABILITY

17.1 Each provision of this Bylaw is independent of all other provisions.

17.2 If any provision of this Bylaw is declared invalid by a court of competent jurisdiction, the remaining provisions shall remain valid and enforceable.

18. REPEAL

18.1 Bylaw 21-2017 and any amendments to that bylaw are repealed upon this Bylaw coming into force.

19. EFFECTIVE DATE

19.1 This Bylaw comes into force on the date of third and final reading.

READ a first time this 24th day of September 2026.

READ a second time this 8th day of October 2026.

READ a third time and finally passed this 8th day of October 2026.



REEVE



CHIEF ADMINISTRATIVE OFFICER