

**WHEATLAND COUNTY  
BYLAW 2024-19**

**Being a Bylaw of Wheatland County, in the Province of Alberta, to establish an Agricultural Service Board.**

**WHEREAS** Section 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 authorizes Wheatland County Council to pass bylaws relating to the establishment and function of Council Committees and other bodies;

**AND WHEREAS** the **Agricultural Service Board Act**, RSA 2000, Chapter. A-10, authorizes Council to pass a bylaw to establish an Agricultural Service Board;

**AND WHEREAS** Wheatland County Council deems it desirable and necessary to establish an Agricultural Service Board;

**NOW THEREFORE** the Council of Wheatland County, duly assembled, enacts as follows:

**1. TITLE**

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

**2. PURPOSE**

2.1 The purpose of this Bylaw is to establish the Agricultural Service Board and to provide that the Agricultural Service Board will exercise on behalf of Council all the powers and perform all the duties that are conferred on it by council under the Agricultural Service Board Act, RSA 2000, c. A-10 or any other Act with respect to agricultural matters, except the power to borrow money and to pass a bylaw.

**3. DEFINITIONS**

3.1 In this Bylaw, the following words and phrases have the following meaning:

- a) "**Act**" means the *Agricultural Service Board Act* R.S.A. 2000, c. A-10, as amended from time to time;
- b) "**Board**" means the Wheatland County Agricultural Service Board;
- c) "**Council**" means the duly elected Council of Wheatland County;
- d) "**Councillor**" means a duly elected member of Council;
- e) "**County**" means the municipal corporation of Wheatland County together with its jurisdictional boundaries, as the context requires;
- f) "**Meeting**" means a meeting of the Agricultural Service Board;
- g) "**Member**" means a council member of the Agricultural Service Board;
- h) "**Member at Large**" means a non-elected official appointed by council;
- i) "**Organizational Meeting**" has the same meaning as prescribed in Part 5, Division 9 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended from time to time;
- j) "**Procedure Bylaw**" means the bylaw governing Council and Council committee meetings as adopted by Council from time to time.

**4. ESTABLISHMENT OF THE AGRICULTURAL SERVICE BOARD**

4.1 The County's Agricultural Service Board is hereby established.

**5. MEMBERSHIP, TERM, AND REMUNERATION**

- 5.1 Members of the Board shall be appointed by Council and may consist of Council members and members-at-large and shall have either five (5), seven (7) or nine (9) voting members with a minimum of three (3) Council members.
- 5.2 Annually, at the first Board meeting following the Organizational Meeting, the majority of the members of the Board shall elect a Council member to act as a Chairperson and a second Council member to act as Vice-Chairperson for the Board.
- 5.3 The Board may appoint one or more advisory committees with respect to any matter relating to the Board's function. An advisory committee appointed by the Board shall act in an advisory capacity to the Board and Council. The Board will be responsible for appointing members to its committees.
- 5.4 Members at large may be appointed to the Board by County Council according to the following criteria:
  - a) Wheatland County will advertise for members at large prior to the end of their term,
  - b) Interested individuals shall submit an application in writing outlining their qualifications and experience in the agriculture field,
  - c) Applicants must be able to attend Board meetings as well as Regional and Provincial Conferences,
  - d) Applications will be reviewed by administration with County Council reserving the right to accept or reject any or all applications.
- 5.5 All members at large must reside in, or own property within, the boundaries of Wheatland County at the time of appointment, and for the duration of the term of their appointment.
- 5.6 A person who is a member of the Board ceases to be a member of the Board if, without being authorized by a resolution of the Board, the member is absent from three (3) consecutive regular meetings of the Board.
- 5.7 Council may remove any member from the Board at any time if in the opinion of Council, a member is not performing his/her duties satisfactorily.
- 5.8 A vacancy on the Board does not impair the right of the remaining members to act as long as a majority of members remain.
- 5.9 If a person ceases to be a member of the Board before the expiration of his or her designated term, including by reason of resignation, ceasing to be a member of Council, or ceasing to be a member of the Board pursuant to section 5.5 of this Bylaw, Council shall appoint another eligible person as an acting member for the remainder of the term.
- 5.10 The members of the Board shall be entitled to such remuneration, travel and other expenses as may be fixed from time to time by Council and the remuneration and travel expenses shall be established and paid by the County.
- 5.11 Members at large shall be appointed for a term of three (3) years and may be re-appointed to the Board upon expiration of that person's term.

**6. QUORUM AND VOTING**

- 6.1 A majority of voting members of the board shall constitute quorum.
- 6.2 All decisions of the Board shall be determined by a simple majority vote.

**7. MEETINGS AND CONDUCT OF BUSINESS**

- 7.1 The Board shall adhere to the County's Procedure Bylaw, as applicable.
- 7.2 In the absence of any applicable provision of the Procedure Bylaw, the Board may establish its own procedure.

- 7.3 The Board shall meet a minimum of four (4) times per year with dates set at the annual organizational meeting of County Council.
- 7.4 If a meeting is not required or additional meetings are necessary, they will be at the call of the Chair.
- 7.5 Where the Board deems it necessary, it may request any person or persons to attend its Meetings in an advisory, non-voting capacity.
- 7.6 The Chairperson and in his or her absence the Vice-Chair shall preside at Board meetings and carry out the following duties:
  - a) Represent the Board at official functions with approval.
  - b) Speak to Board related items that arise during Council or other meetings, including bringing forward Board recommendations that require Council approval.
  - c) Communicate with the Manager of Agricultural Services or designate regarding Board agenda items.

**8. FUNCTIONS AND DUTIES**

- 8.1 The Board shall
  - a) exercise on behalf of council all the powers and perform all the duties that are conferred on it by council under the Agricultural Service Board Act, RSA 2000, c. A-10 or any other Act with respect to agricultural matters,
  - b) act as an advisory body and assist the council and the Minister, in matters of mutual concern,
  - c) advise on and help organize and direct weed and pest control and soil and water conservation programs,
  - d) assist in the control of animal disease under the *Animal Health Act*,
  - e) promote, enhance, and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and
  - f) promote and develop agricultural policies to meet the needs of the municipality, and
  - g) unless previously declared by Wheatland County Council within a present growing season, have the authority to declare an Agricultural Disaster within Wheatland County if conditions warrant such a declaration based on data obtained from reliable sources and using a generally recognized agricultural condition assessment tool.
- 8.2 Decision making authority rests with the Board within the approved Board budget.

**9. FUNDING**

- 9.1 The budget will be as authorized by Council during the annual budget cycle.

**10. AGENDA AND MINUTES**

- 10.1 Preparation and distribution of meeting agendas and minutes will be the responsibility of administrative support assigned to carry out this function.
- 10.2 Board minutes act as a board report to Council and are provided for Council approval.

**11. ADMINISTRATION**

- 11.1 Subject to section 8(2) of the Agricultural Service Board Act, the Agricultural Fieldman (Manager of Agricultural Services) shall act as an administrative officer of the County in

carrying out the functions, duties, and powers of the County under any act relating to agriculture and in implementing projects respecting agriculture agreed on between Council and the Minister.

- 11.2 Where programs/services under the jurisdiction of the Agricultural Services Department requires a timely decision to be made, the Manager of Agricultural Services or designate may use his or her discretion provided the decision is in the best interest of the County.

**12. REPEAL OF BYLAWS**

- 12.1 Bylaw 2019-29 is hereby rescinded upon the passing and signing of 2024-19.


**13. EFFECTIVE DATE**

This Bylaw shall come into effect when it has received third and final reading.

**READ A FIRST TIME this 18th day of June, 2024.**

**READ A SECOND TIME this 18th day of June, 2024.**

**READ A THIRD TIME and PASSED this 18th day of June, 2024.**



---

Amber Link  
Reeve



---

Brian Henderson  
Chief Administrative Officer