

Wheatland County  
**AGRICULTURE AND ENVIRONMENT POLICIES**

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<b>Policy Name:</b>	Vision, Mission & Goals
<b>Policy Number:</b>	3.1.1
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	N/A
<b>Effective Date:</b>	N/A
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<b>Date Last Reviewed:</b>	August 18, 2020

## **PURPOSE**

To establish strategic direction for the Agricultural Service Board (ASB).

## **POLICY**

Wheatland County ASB business planning is guided by the following vision, mission, and goals:

**Vision:** The Wheatland County Agricultural Service Board is committed to strengthening; promoting and supporting agriculture and the environment within our municipality with a view to continually improve how we operate in future years.

**Mission:** The ASB develops and implements programs and policies that focus on the areas of weeds, pests, soil and water conservation and environmental issues for the benefit of all residents, in partnership with other government agencies, the agriculture industry and residents on agricultural programs and issues.

### **Goals**

1. To operate as an effective, viable, pro-active Agricultural Service Board that fosters the growth and development of partnerships.
2. To promote agriculture and the rural way of life.
3. To be responsive to current issues and trends in agriculture and incorporate them into ongoing programs.
4. To help prevent the spread and establishment of invasive weed species through an integrated vegetation management program.
5. To help prevent the establishment and spread of declared pests and assist with the control of nuisance pests as described in the Agricultural Pests Act.
6. To maintain the integrity of agricultural soils through the delivery and support of the Soil Conservation Act.
7. To assist in the control of animal diseases under the Animal Health Act.

8. Increase awareness, understanding and implementation of environmental agricultural practices and programs, with an emphasis on supporting the agricultural industry.

<b>Policy Name:</b>	Vegetation Management
<b>Policy Number:</b>	3.2.1
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	January 1, 2005
<b>Effective Date:</b>	January 1, 2005
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## **PURPOSE**

To describe the components of municipal vegetation management for which the Agriculture and Environment department is responsible with the intent of controlling weeds, assisting with public safety, reducing snow drift, and improving County aesthetics.

## **POLICY**

The Agriculture and Environment department is responsible for vegetation control on road rights-of-way and weed control on County-owned lands. These activities include:

- Mowing and spot spraying of shoulders and/or slopes of all municipal roads starting in mid-June based on a rotation of grader divisions.
- A second cut of municipal roads will be completed if required and if conditions allow at the discretion of the Manager of Agriculture and Environment. Not all roads will receive a second cut.
- Private construction borrows seeded to forage and the entire right of way of newly constructed roads will be mowed if necessary.
- Municipally owned or leased lands under the direct care of Wheatland County will be sprayed for weed control if necessary.
- Chemical brush control on cut stumps and re-growth in road ditches on locations supplied by Public Works.

<b>Policy Name:</b>	Forage Seeding
<b>Policy Number:</b>	3.2.2
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	January 1, 2005
<b>Effective Date:</b>	January 1, 2005
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## **PURPOSE**

To describe forage seeding activities carried out by the Agriculture and Environment department with the intent of revegetation of disturbed sites and erosion control.

## **POLICY**

The Agriculture and Environment department is responsible for forage seeding of County-disturbed sites. This program will abide by the following guidelines:

- New roads and disturbances on road allowances are intended to be seeded in spring following the construction year.
- Public works staff shall notify the Agricultural Foreman when disturbed areas are ready to be seeded and ensure that these areas are leveled and free of excessive rocks and debris.
- Contractor seeded disturbance must supply a certificate of seed analysis to the Manager of Agriculture and Environment for approval prior to purchasing their seed.
- The roadside forage mix will be approved by the Manager of Agriculture and Environment. Wheatland County will only purchase seed with a certificate of seed analysis.
- The Agriculture and Environment department seeds all borrow pits that were previously in forage with the forage species requested by the landowner. The County Land Agent is consulted prior to seeding all borrows on private land to determine any special conditions for seeding.
- If a landowner requests unique conditions for seeding that cannot be met by the Agriculture and Environment department, seed will be supplied to the landowner for seeding. The location of the borrow area and the quantity and type of seed will be recorded and the landowner must sign a waiver releasing Wheatland County from any further responsibility or liability.

<b>Policy Name:</b>	Weed Inspection
<b>Policy Number:</b>	3.2.3
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	March 14, 2017
<b>Effective Date:</b>	March 14, 2017
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## **PURPOSE**

To offer guidelines for the fulfillment of legislated duties under the *Weed Control Act*.

## **POLICY**

The Agriculture and Environment department is responsible for all duties legislated under the *Weed Control Act* and will carry out weed inspection activities in accordance with the following guidelines:

- Weed inspection will be completed according to the *Weed Control Act* and Regulations.
- Wheatland County shall ensure that a sufficient number of weed inspectors are appointed to carry out the provisions of the *Weed Control Act*.
- The weed inspection program shall include inspection, inventory, and monitoring of both public and private lands.
- When a weed problem is found every effort shall be taken to work with the landowner to resolve the problem in an amicable manner.
- Weed notices may be issued by an appointed weed inspector for species regulated under the *Weed Control Act*, at the discretion of the Manager of Agriculture and Environment or designate.

## **REFERENCES**

### **External**

- Weed Control Act, SA 2008, c W-5.1

<b>Policy Name:</b>	Pest and Nuisance Control
<b>Policy Number:</b>	3.2.4
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	January 1, 2005
<b>Effective Date:</b>	January 1, 2005
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## PURPOSE

To offer guidelines for the control of specific agricultural pests and nuisances in Wheatland County in accordance with the *Agricultural Pests Act*.

## POLICY

Pest and nuisance control for the specific agricultural pests and nuisances listed will be administered according to the *Agricultural Pests Act* and Regulations and the following guidelines:

- **Coyote:** Livestock producers may, if qualified for a Form 8 Permit to Use Control Material, be given a maximum of six (6) 1080 tablets per predation occurrence. Any unused 1080 tablets are to be returned at the end of the predation occurrence or within 30 days from issuance.
- **Norway Rat:** All suspected Norway Rat infestations should be treated as a priority and must be investigated within two (2) days.
- **Richardson’s Ground Squirrel:** The Agriculture and Environment Department may be involved in the retail sale and distribution of 2% Strychnine for the control of Richardson’s Ground Squirrel, as long as it is allowed by legislation and is not available through existing retail outlets.
- **Other Nuisances:** Traps for skunks and magpies shall be made available to ratepayers as per the equipment rental policy.

## REFERENCES

### External

- Agricultural Pests Act RSA 2000, c A-8

<b>Policy Name:</b>	Clubroot
<b>Policy Number:</b>	3.2.5
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	December 1, 2009
<b>Effective Date:</b>	December 1, 2009
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## PURPOSE

To offer guidelines for the fulfillment of legislated duties under the *Agricultural Pests Act* for monitoring and control of clubroot.

## POLICY

As Clubroot is a declared pest under the *Agricultural Pests Act*, Wheatland County will undertake the following measures to help prevent the spread of this disease within the municipality:

- Random field inspections will be conducted by pest inspectors appointed by the Municipality.
- Inspectors will follow procedures set out by Wheatland County Agriculture and Environment on proper sampling techniques and protocol for entering upon land.
- Positive identification of Clubroot shall include visible root gall symptoms, visible adverse effects on top growth as well as a positive PCR test on root material.
- A positive PCR test on soil alone will be considered a risk indicator and that the field should be monitored for Clubroot symptoms in susceptible plants in the future.
- When land is verified positive for Clubroot, the landowner may be issued a Legal notice in accordance with the Province of Alberta's *Agricultural Pest Act*. The notice may include any or all of the following conditions:
  - The growing of canola, mustard or other susceptible crop shall be limited to once (1) in four (4) years.
  - Within the 1 in 4-year rotation only a registered clubroot resistant variety may be grown.
  - Adjacent landowners to the affected property shall be notified in writing that clubroot is present.

- If a host crop is sown on land that has been verified positive for Clubroot and a notice has been issued on this property restricting the growth of host crops, the host crop shall be destroyed.
  
- The owner, occupants and all other users of the land will have the responsibility to follow best management practices as outlined by Alberta Agriculture & Forestry.

## **REFERENCES**

### **External**

- Agricultural Pests Act RSA 2000, c A-8

<b>Policy Name:</b>	Soil Conservation
<b>Policy Number:</b>	3.2.6
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	October 5, 2017
<b>Effective Date:</b>	October 5, 2017
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## **PURPOSE**

To offer guidelines for the fulfillment of legislated duties under the *Soil Conservation Act*.

## **POLICY**

The Agriculture and Environment department is responsible for all duties legislated under the *Soil Conservation Act* and will carry out inspection activities in accordance with the following guidelines:

- Wheatland County shall ensure that a sufficient number of Soil Conservation Officers are appointed to carry out the provisions of the *Soil Conservation Act*.
- The soil conservation program shall include inspection and monitoring of cultivated land within Wheatland County.
- When a soil erosion problem is found every effort shall be taken to work with the landowner to resolve the problem in an amicable manner.
- Notices may be issued by an appointed Soil Conservation Officer at the discretion of the Manager of Agriculture and Environment or designate.

## **REFERENCES**

### **External**

- Soil Conservation Act RSA 2000, c S-15

<b>Policy Name:</b>	Animal Health
<b>Policy Number:</b>	3.2.7
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	October 5, 2017
<b>Effective Date:</b>	October 5, 2017
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## PURPOSE

To offer guidelines for Wheatland County’s assistance with animal disease inspection and outbreaks in accordance with the *Animal Health Act*.

## POLICY

Pursuant to Section 2(c) of the *Agricultural Service Board Act* Wheatland County shall assist in the control of animal diseases under the *Animal Health Act* in accordance with the following guidelines:

- The Manager of Agriculture and Environment or designate will serve as an inspector under the *Animal Health Act* if appointed by the Office of the Chief Provincial Veterinarian.
- In the event of a disease outbreak, and in consultation with Provincial and Federal authorities, the County will assist in the dissemination of information to producers, residents, and members of the public regarding appropriate disease prevention and control practices.

## REFERENCES

### External

- Agricultural Service Board Act, RSA 2000, c A-10
- Animal Health Act, SA 2007, c A-40.2

<b>Policy Name:</b>	Producer Extension and Education
<b>Policy Number:</b>	3.2.8
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	January 1, 2005
<b>Effective Date:</b>	January 1, 2005
<b>Date Last Amended:</b>	April 2, 2025
<b>Date Last Reviewed:</b>	April 2, 2025

## **PURPOSE**

To establish guidelines for the development and delivery of producer extension and education activities.

## **POLICY**

The Agriculture and Environment department will develop and deliver producer extension and education opportunities with a goal to “promote, enhance, and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer,” as described in Section 2(d) of the *Agricultural Service Board Act*. Education and extension methods may include, but are not limited to:

- Producer workshops, tours, meetings, and conferences
- Coordination of producer grants
- Development and delivery of newsletters, publications, and other communication materials and public service announcements regarding farming practices at key times of the year
- Use of social media, newspapers, website, and other media methods for information extension
- Working in partnership with stakeholders to provide producer support
- Provision of technical support to the agricultural community

## **REFERENCES**

### **External**

- Agricultural Service Board Act, RSA 2000, c A-10

<b>Policy Name:</b>	Scholarship Policy
<b>Policy Number:</b>	3.2.9
<b>Policy Owner:</b>	Agriculture and Environment
<b>Adopted Date:</b>	February 5, 2019
<b>Effective Date:</b>	February 5, 2019
<b>Date Last Amended:</b>	August 12, 2025
<b>Date Last Reviewed:</b>	January 15, 2025

## PURPOSE

This policy outlines the scholarship funding amounts, eligibility requirements, application criteria, and award review and approval procedures for scholarships offered by the Wheatland County Agricultural Service Board (ASB). These scholarships are available to Wheatland County residents pursuing post-secondary education in an agriculture- or environmental science-related field.

## POLICY

The ASB provides up to \$10,000 in scholarships annually. Individual awards range from a minimum of \$500 to a maximum of \$2,500, based on the number of eligible applicants and subject to final budget approval by Wheatland County Council.

Names, photos, and award information of final scholarship recipients may be shared on Wheatland County's social media platforms and other communication channels, subject to completion of proper *Access to Information Act (ATIA)* and *Protection of Privacy Act (POPA)* documentation.

### Scholarship Eligibility

To be eligible for a scholarship, students must:

- a. Be enrolled at a recognized post-secondary institution,
- b. Be accepted into a post-secondary program that is in or supports the field of agriculture or environmental science,
- c. Have graduated from high school within the three (3) years preceding the application deadline, and
- d. Reside within the boundaries of Wheatland County. (Note: Wheatland County residents pursuing their post-secondary studies outside Alberta remain eligible under this requirement.)

## **Application Requirements**

To be considered for a scholarship award, applicants must submit a complete and signed application form that includes:

- a. An essay introducing the applicant, outlining their career goals, and highlighting any volunteer or extracurricular contributions to their local community or school,
- b. A copy of the applicant's high school academic report and, if applicable, all preceding post-secondary transcripts,
- c. A current letter of acceptance from the post-secondary institution the applicant is or will be attending, stating courses and program(s) of study,
- d. Proof of knowledge of the agriculture and food production industry within Wheatland County, and
- e. A head-and-shoulders photograph of the applicant.

*(This photograph may be used by Wheatland County for the purpose of publicly acknowledging scholarship recipients, in accordance with the information provided and agreed to in the scholarship application. Wheatland County does not intend to return the submitted photograph.)*

Funding is not available to individuals qualifying for, or participating in, job training assistance grants or to past ASB scholarship recipients.

## **PROCEDURE**

Scholarships shall be advertised by Wheatland County administrative staff ("Administration") prior to the application submission deadline and with enough time to generate applications for potential scholarship applicants.

### **Applications**

Applications will be accepted by email, mail, or in person at the Wheatland County Administration Building on or before September 15 of each year.

### **Application Review and Award Decisions**

#### **1. Administrative Review**

Wheatland County Administration receives all applications and verifies them for completeness and applicant eligibility. Completed application forms, including signed consent for disclosure of the applicant's personal information and evidence of eligibility, are then provided by Administration to the Agricultural Service Board Scholarship and Awards Committee for review. Incomplete or ineligible applications will not be forwarded to the ASB Scholarship and Awards Committee.

#### **2. Committee Review**

The Scholarship and Awards Committee reviews all eligible applications and recommends scholarship recipients and award amounts to the ASB. The

Committee is encouraged to meet in person and to present its recommendations during the October or January ASB meeting following the application deadline.

**3. Final Decision**

The ASB makes the final decisions on who receives a scholarship, and the amount awarded to each scholarship recipient.

**4. Notification of Scholarship Award**

After the decision is made, Administration will contact the award winner(s) to inform them of their scholarship award and arrange payment as outlined below.

**Delivery of Scholarship Funds**

Awarded scholarship funds will be paid directly to the student's post-secondary institution with the conditions that the funds are used only for tuition, learning resources, or room and board, and that if the student leaves the institution before the funds are fully expended, any remaining balance is to be returned to Wheatland County.

**REFERENCES**

Wheatland County ASB Scholarship and Awards Committee Terms of Reference

<b>Policy Name:</b>	Awards Policy
<b>Policy Number:</b>	3.2.10
<b>Policy Owner:</b>	Agriculture and Environment
<b>Adopted Date:</b>	January 15, 2025
<b>Effective Date:</b>	January 15, 2025
<b>Date Last Amended:</b>	January 14, 2026
<b>Date Last Reviewed:</b>	January 14, 2026

## **PURPOSE**

This document outlines the guidelines and procedures for the Wheatland County Agricultural Service Board (ASB) Awards Program. The program recognizes and celebrates outstanding achievements by Wheatland County residents in agriculture, community service, and youth involvement at the local level.

## **POLICY**

The Wheatland County Agriculture and Environment Department is responsible for facilitating and administering the ASB awards program as outlined in this policy.

### **Wheatland County ASB Awards**

The following awards shall be funded and administered annually by the ASB and Wheatland County administrative staff, in accordance with the procedures outlined in this policy and subject to final budget approval by Wheatland County Council.

- Master Farm Family Award
- Community Stewardship Award
- Youth Stewardship Award
- J. Laslo Legacy Stewardship Award
- Women in Agriculture Award

Subject to final, annual ASB budget approval by Wheatland County Council, award recipients will receive a \$250 Visa gift card and have their names inscribed on a plaque displayed in the Wheatland County Administration Building.

Names, photos, and award information of final award recipients may be shared on Wheatland County's social media platforms and other communication channels, subject

to completion of proper *Access to Information Act (ATIA)* and *Protection of Privacy Act (POPA)* documentation.

## **Wheatland County ASB Awards Description and Eligibility Criteria**

### **Master Farm Family Award**

- **Award Description:**  
Wheatland County's Master Farm Family Award recognizes and honours exceptional farm or ranch families and businesses contributing to agriculture, focusing on innovation and community involvement.
- **Award Evaluation Criteria**
  - Applicants must demonstrate achievements in innovative farming practices, or advancements in agricultural methods that contribute to the industry's progress.
  - Applicants should show active community involvement or efforts that benefit the community and enhance the agricultural sector's role within it.
  - Eligibility is extended to traditional farms and ranches, agribusinesses, and other agricultural operations to recognize a broad range of agricultural contributions.

### **Community Stewardship Award**

- **Award Description**  
The Wheatland County Community Stewardship Award honours individuals or groups demonstrating exceptional leadership and innovation in conservation and sustainability, creating healthier ecosystems and resilient communities for future generations.
- **Award Evaluation Criteria**
  - Applicants must demonstrate a strong commitment to environmental conservation and sustainability within Wheatland County communities.
  - Eligible candidates may have initiated or participated in projects aimed at protecting local ecosystems, promoting sustainable agriculture practices, reducing carbon footprints, or enhancing natural habitats.
  - Applicants should showcase leadership, innovation, and collaboration in addressing environmental challenges and fostering a healthier, more resilient community.

### **Youth Stewardship Award**

- **Award Description**  
The Youth Stewardship Award recognizes individuals aged 18 or younger who demonstrate exceptional dedication to environmental stewardship and agricultural sustainability through innovative projects, community initiatives, and leadership efforts that promote biodiversity, resource preservation, and eco-friendly practices.

- **Award Evaluation Criteria**
  - Candidates must be 18 years old or younger and exhibit exceptional dedication to environmental stewardship and agricultural sustainability.
  - Eligible nominees may have led or participated in environmental initiatives within their schools, communities, or youth organizations—e.g., recycling programs, clean-up events, eco-friendly advocacy, urban farming, or school garden projects.
  - Nominees should demonstrate leadership, innovation, and passion for creating a more environmentally sustainable future.

## **J. Laslo Legacy Stewardship Award**

- **Award Description**

The J. Laslo Legacy Stewardship Award recognizes agricultural producers in Wheatland County who exemplify environmental sustainability and land stewardship. This award honours individuals implementing innovative, sustainable practices that balance economic viability with ecosystem health, serving as a model for others in advancing agricultural resilience.
- **Award Evaluation Criteria**
  - Candidates must be actively engaged in agricultural production and demonstrate a commitment to environmental sustainability and land stewardship.
  - Eligible applicants may have implemented innovative practices to minimize environmental impact, conserve natural resources, and enhance ecosystem health on their farms or ranches—e.g., soil conservation measures, water management strategies, grazing strategies, or wildlife habitat preservation.
  - Applicants should showcase a holistic approach to sustainable agriculture, balancing economic viability with environmental responsibility, and serving as a model for other producers.

## **Women in Agriculture Award**

- **Award Description**

The Women in Agriculture Award recognizes outstanding women actively engaged in agriculture who demonstrate exceptional leadership, innovation, and dedication to advancing the industry. This award celebrates achievements in farming, ranching, agribusiness, or agricultural research, inspiring others through excellence and advocacy in the field.
- **Award Evaluation Criteria**
  - The award is provided to a woman actively involved in agriculture who demonstrates contributions to the field.
  - Eligible candidates will have excelled in one or more aspects of agriculture, such as farming, ranching, agribusiness, or agricultural research, showcasing leadership, innovation, and dedication to the industry's advancement.

- Nominees should have a track record of excellence in agricultural production, management, or advocacy, serving as an inspiration to other women in the field.

## **External Awards**

The ASB actively promotes and, as applicable, submits nominations for certain externally offered award programs. Wheatland County residents are also encouraged to submit recommendations to the Board for nomination(s) to these awards, for consideration by the Board. The following is a list of externally offered awards presently being actively promoted by the ASB and administrative staff.

- BMO Farm Family Award
- Alberta Century Farm and Ranch Award

## **External Award Descriptions**

### **BMO Farm Family Award**

Representatives from Alberta Agricultural Service Boards across various districts and municipalities nominate suitable candidates. Eligible farm families need to play an active role in their community and ensure that primary agriculture or agri-food constitutes their main source of income. It is essential that these families are engaged in the agricultural sector, with members living on the farm, to support operational and communal aspects of farm life. This active involvement helps sustain both the family's livelihood and their contribution to the local community. For more information, please visit: <https://ag.calgarystampede.com/events/bmo-farm-family-awards>

### **Alberta Century Farm and Ranch Award**

To qualify for the 100-Year or 125-Year Farm Recognition Award, a family must have continuously owned and actively operated the same land for 100 or 125 years, or more. At the time of application, a family member must still be actively farming the land. The quarter section you are applying for should not have been subdivided, with limited exceptions, and must not have been cash rented or rented to a non-family member during its 100-year or 125-year history, except in specific cases. Additionally, for the 125-Year Farm Recognition Award, applicants must have previously received the 100-Year Alberta Century Farm and Ranch Award. Program staff will obtain a current title document to verify ownership. For more information please visit: <https://www.alberta.ca/system/files/agi-century-farm-application.pdf>

## **PROCEDURE**

Wheatland County administrative staff shall advertise available ASB Awards prior to the application submission deadline and at an appropriate time to allow for the submission of potential applications or nominations.

## **Applications**

- Following approval of the ASB interim operating budget and related award funding by the ASB and Council, Wheatland County administrative staff will publicly advertise the ASB awards being offered for the applicable budget year.

- Administration will set the application deadline for each offered ASB award on or around February 15 of each calendar year.
- Applications will be accepted by email, mail, or in person at the Wheatland County Administration Building.
- Applications may be submitted either by the applicant directly or by a nominator on the applicant's behalf. Before processing a nomination, Wheatland County Administration will contact the nominee to confirm acceptance in writing and obtain signed consent to disclose personal information as minimally required to administer the award program in compliance with privacy legislation.

## **Application Review and Award Decisions**

### **1. Administrative Review**

Wheatland County administrative staff receives applications and verifies them for completeness and eligibility. Completed application forms—including signed consent for disclosure of personal information and evidence of award eligibility—are provided to the Agricultural Service Board Scholarship and Awards Committee for review. Incomplete or ineligible applications will not be forwarded to the Committee.

### **2. Committee Review**

The Scholarship and Awards Committee reviews all eligible applications and recommends award recipients to the ASB. The Committee is encouraged to meet in person and to present its recommendations during the April ASB meeting following the application deadline.

### **3. Final Decision**

The ASB makes the final decision about which applicants will receive each award.

### **4. Notification of Award and Award Presentation**

After a final decision has been made by the ASB, Wheatland County administrative staff contacts the award winners to arrange a presentation, typically in June or July. During the presentation, each winner receives a plaque, an award certificate, and a \$250 Visa gift card. Photos may be taken, subject to ATIA and POPA requirements.

## **REFERENCES**

- Wheatland County ASB Scholarship and Awards Committee Terms of Reference
- Calgary Stampede, BMO Farm Family Awards. (n.d.). Calgary Stampede (<https://ag.calgarystampede.com/events/bmo-farm-family-awards>)
- Alberta Century Farm and Ranch Award & 125-Year Farm Recognition. (n.d.). Alberta Century Farm and Ranch Award and 125-Year Farm Recognition (<https://www.alberta.ca/system/files/agi-century-farm-application.pdf>)
- Access to Information Act (ATIA)
- Protection of Privacy Act (POPA)

<b>Policy Name:</b>	ASB Reporting and Publications Policy
<b>Policy Number:</b>	3.2.11
<b>Policy Owner:</b>	Agriculture and Environment
<b>Adopted Date:</b>	December 16, 2025
<b>Effective Date:</b>	December 16, 2025
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

To guide Wheatland County Administration in fulfilling its legislative obligation under Alberta’s Agricultural Service Board Act by preparing and presenting to Council an annual summary of activities in a format acceptable to Council and containing all required information; and to provide clear guidance to Administration on the planning, preparation, and distribution of County publications and communications related to Wheatland County Agricultural Service Board (ASB) programs and activities—and to agriculture and environmental matters more broadly—in alignment with the County’s approved communications policies, processes, and procedures.

## **POLICY**

In accordance with Section 4 of the Agricultural Service Board Act, the ASB shall present to Council an annual summary of its activities for the preceding year. Although the Act does not prescribe the format or content of this summary, this policy establishes the County’s internal standards for its preparation, approval, and public release.

In addition, the ASB—supported by Administration—shall provide public information that advances the ASB’s strategic plan and other approved program objectives, consistent with this policy.

### **Annual ASB Program Performance and Planning Report**

Administration shall prepare an Annual ASB Program Performance and Planning Report for presentation to the ASB and Council that:

- Summarizes the previous year’s activities, achievements, program performance, and expenditures, compared to the programs, activities, and budgets directed by the ASB and Council for the reporting year; and
- Describes the ASB’s program and activity plans for the following year and provides the associated budget requirements.

The Performance and Planning Report shall be presented by Administration to the ASB each year, prior to the County’s interim budget presentation to Council, for the ASB’s consideration and approval. Upon ASB approval, the Report shall be presented to Council

at a regular Council meeting by either Administration or an ASB Board member, as determined by the ASB. The proposed ASB budget for the following operating year—approved by the Board for presentation to Council—shall be included in the County’s interim budget submission and finalized through the County’s overall budgeting process.

### **ASB Publications**

Throughout the year—and at specific times as directed by the ASB or Council—Administration shall publish information for Wheatland County residents that supports the ASB’s mandate, strategic plan, and other approved program objectives. Examples include:

- Information about new and existing ASB programs of interest, value, or relevance to Wheatland County residents;
- Local or regional agricultural- or environmental-related extension and education activities and opportunities;
- Announcements of agricultural- or environment-focused scholarships and awards, whether offered by the County or external organizations;
- Notices and updates on local and regional agricultural and environmental conservation initiatives; and
- Other articles and resources that meaningfully advance or educate on agricultural and environmental topics relevant to Wheatland County and its residents.

ASB related publications shall be prepared and distributed in accordance with the County’s approved public communications policies, processes, and procedures, using the County’s standard channels—including the County website, social media, and the County Connector—and through special publications as directed or approved by the ASB or Council. As applicable and practicable, these publications shall also be made available at Wheatland County’s annual public open house events, with ASB administrative support staff in attendance, where possible, to help answer questions about the ASB program.

### **REFERENCES**

- Alberta Agricultural Service Board Act
- Wheatland County Agricultural Service Board Bylaw
- Wheatland County Procedure Bylaw
- Wheatland County Communications and Public Relations Policies

<b>Policy Name:</b>	Equipment Rental
<b>Policy Number:</b>	3.3.1
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	December 1, 2009
<b>Effective Date:</b>	December 1, 2009
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## **PURPOSE**

To provide rental equipment to Wheatland County ratepayers that is not readily available from private sources.

## **POLICY**

Wheatland County will make equipment available to rent in accordance with the following guidelines:

- Advance bookings are given priority with consideration given to “local vicinity” requests.
- The equipment rental agreement must be completed and signed by the renter prior to use.
- Delivery and pickup of rental equipment may be made by Agriculture and Environment employees if time permits or it will be the responsibility of the renter. It is understood that the insurance of the vehicle transporting the equipment will apply.
- The renter is responsible for all cost of repairs incurred due to damage outside of normal wear while the rental equipment is in their possession.
- Wheatland County will invoice renters for rental charges as well as any repairs that are needed.
- All spray tanks must be cleaned. Sterilization of the tank may be required depending upon chemical used.
- The tree spraying unit is to be only used with registered insecticides.
- Cleaning charges may be applied to any un-cleaned equipment.
- Skunk and Magpie traps are not to be used for the purpose of catching domestic animals. Disposal of trapped animals is the responsibility of the user.
- Refundable deposits must go through the administration office.

- Rental equipment shall not be rented outside of the municipality unless the renter is a ratepayer of Wheatland County.
- Wheatland County reserves the right to refuse equipment rental at the discretion of the Manager of Agriculture and Environment.
- The Agriculture and Environment department will maintain and provide rental equipment listed on Schedule A, Rental Equipment List.

**ADDENDUM TO 3.3.1 EQUIPMENT RENTAL  
SCHEDULE A – RENTAL EQUIPMENT LIST**

<b>Equipment</b>	<b>Rental Rate</b>
Pasture Sprayer	\$100 per day
Weed Wiper	\$100 per day
Tree Sprayer	\$100 per day
Tree Planter	\$50 per day
Grain Bag Roller	Free Service (Policy 3.3.2)
Cattle Moving and Crossing Signs	Free
Skunk Traps	Free
Magpie Traps	Free
Forage Sampler	Free

<b>Policy Name:</b>	Agricultural Plastic Recycling
<b>Policy Number:</b>	3.3.2
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	October 5, 2017
<b>Effective Date:</b>	October 5, 2017
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## PURPOSE

To facilitate the recycling of agricultural plastics in Wheatland County.

## POLICY

The Agriculture and Environment Department will provide agricultural plastic recycling opportunities to Wheatland County ratepayers according to the following guidelines:

### **Plastic Grain Bag Rolling Service**

- Advance bookings by producers are given priority with consideration given to “local vicinity” requests.
- Services may not be immediate due to weather conditions or other programming priorities.
- Bag rolling services outside of Wheatland County will only be provided if the producer is a ratepayer of Wheatland County.
- Producers must sign a Municipal Access Agreement prior to having the bags rolled stating they will assist the County employee in rolling the bags and will release ownership of the grain bags to the Municipality.
- The County reserves the right at the discretion of the County employee to refuse providing the service of rolling grain bags or the acceptance of the grain bags if they are not deemed to be reasonably clean.
- Previously rolled bags upon inspection may be accepted as is or re-rolled if cleanliness is in question.
- Only plastic bags used for grain storage are eligible for this program.

**Pesticide Container Collection:** The Agriculture and Environment department will assist Waste Transfer Site employees with management of pesticide container collection if necessary.

**Other Recycling:** The Agriculture and Environment department will facilitate other agricultural plastic recycling when possible (i.e. twine recycling).

<b>Policy Name:</b>	Livestock Drive
<b>Policy Number:</b>	3.3.3
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	April 15, 2014
<b>Effective Date:</b>	April 15, 2014
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

## **PURPOSE**

To facilitate livestock movement within Wheatland County in a safe and effective manner.

## **POLICY**

Wheatland County strives to ensure safe road use throughout our jurisdiction but also understands that the movement of livestock across or along our roadways is a necessary part of agriculture within the municipality. Livestock movement will be facilitated in accordance with the following guidelines:

- Livestock Drive signage will be available for ratepayer & resident use on County and Provincial roads within Wheatland County.
- Approval of Alberta Infrastructure and Transportation is required for all single, double, and triple digit highways.
- Requests for signs should be made in advance to the Manager of Agriculture and Environment or designate.
- Users must come to the Wheatland County Agricultural Service Board shop to complete a Livestock Drive Agreement (Schedule A) before receiving the signage.
- Signs will be provided at no charge with pick-up and return of the signs being the responsibility of the user. Signs must be returned within 1 week of the pickup date.
- Traffic control assistance by Peace Officers may be requested during regular business hours but is discretionary and will depend upon their availability.

**ADDENDUM TO 3.3.3 LIVESTOCK DRIVE  
SCHEDULE A - LIVESTOCK DRIVE AGREEMENT**

**Contact**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Preamble**

- As Wheatland County continues to maintain and strive to ensure safe road use throughout the jurisdiction, preservation of our Agricultural Community remains to be paramount. Standard operating procedures must be followed to ensure a safe work and road use environment.
- Section 37(2) of the Stray Animals Act states that no person shall permit or allow any livestock owned by him or in his possession to be on a highway unless it is in his/her or another persons' direct and continuous charge and he/she is competent to control the livestock.
- Livestock Drives on, along and/or across any highway is a concern due to the cattle's unpredictable nature. The organizers of Livestock Drives must ensure that the safety of motorists is not jeopardized during the move. In the interest of safety for those involved and other roadway users, all persons wanting to move livestock within the highway right-of-way, specifically on or along County owned/maintained roads, may contact Wheatland County for advisement and signage availability.

**Guidelines**

- ALL Livestock / Trail & Cattle Drives occurring on or along Provincial Highways (single, double, and triple digit highways), must refer to the Special Events Guide established through Alberta Infrastructure & Transportation. Direct contact can be made to the Calgary Office at: 1 (403) 297-6311. Information requests would be regarding "Permits for Livestock Drives".
- Livestock Drives on any road surface is discouraged unless absolutely necessary. These situations will typically involve crossing a highway from one side of the road to another, crossing over a bridge, etc. When such crossings are anticipated, organizers should have an adequate number of herders in place to control the cattle during the maneuver.
- Pilot vehicles and Flag Persons may be necessary to safely guide motorists through the area where:
  - Livestock is traveling adjacent to the highway for a significant distance
  - Roadway has any sightline concerns
  - The herd size/volume would create a motorist delay in excess of 30 minutes.

- In case of inclement weather or poor visibility conditions, Livestock Drives should be suspended until conditions have improved. Livestock Drives are subject to suspension by the R.C.M.P., Peace Officers, or Alberta Infrastructure and Transportation if, in their opinion, the Livestock Drive presents a hazard to participants and/or the public.

**Signage**

If an organizer has or his/her owns signage, messages such as “TRAIL DRIVE”, "CATTLE DRIVE, “HORSES AHEAD” or similar wording are satisfactory. These signs should be highly visible to any/all road-users and motorists alike.

**Notification and Application Guidelines**

- REASONABLE NOTIFICATION must be provided to Wheatland County, during regular business hours, upon request for signage.
- The operator acknowledges that contact with Alberta Transportation is required pertaining to ALL Provincial Highways. Single, double, and triple digit highways are classified as “Provincial Highways”.
- Please note that traffic control assistance by the R.C.M.P. or Peace Officers is discretionary and will depend on their availability.

**Hold Harmless**

Wheatland County assumes no responsibility for whatever may occur during, or as a result of, a Livestock Drive. Wheatland County shall not be deemed to represent, warrant or guarantee that the equipment will be effective or safe for the purpose for which it is to be used, and the recipient assumes the entire responsibility for the selection and use of this equipment.

**By signing below, I have read and agree to the guidelines and conditions.**

**Acknowledged:\_\_\_\_\_**  
**Signature of User**

**Rental Date:\_\_\_\_\_**

**Return Due Date:\_\_\_\_\_**

**Date Returned:\_\_\_\_\_**

**Received by:\_\_\_\_\_**

<b>Policy Name:</b>	Haying of Municipal Right of Ways
<b>Policy Number:</b>	3.3.4
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	January 1, 2005
<b>Effective Date:</b>	January 1, 2005
<b>Date Last Amended:</b>	February 1, 2022
<b>Date Last Reviewed:</b>	February 1, 2022

## **PURPOSE**

To facilitate the haying of municipal right of ways by ratepayers in Wheatland County.

## **POLICY**

Ratepayers must fill out an Access and Work Agreement and submit it to the Agriculture and Environment department as an application for haying in municipal right of ways. The Agriculture and Environment department receives and reviews all applications. Approval is at the discretion of the Manager of Agriculture and Environment or designate. If approved, a letter of confirmation will be sent to the applicant. Haying requirements shall be included as a Schedule A1 attachment to the Wheatland County Access and Work Agreement, as follows:

- Application for haying of municipal right of ways will be accepted up to June 30 with priority given to adjacent landowners.
- All areas listed for haying on the access and work agreement must be cut by the applicant. Failure to do so may result in denial of future haying requests.
- Haying operations will be conducted in a safe and workman like manner that creates no hazard to traffic.
- Due to safety concerns bales must be left three (3) or more meters from the edge of the road.
- Bales must be removed within ten (10) days of baling.
- Bales must not be left in an area that will block drainage.
- It is understood and agreed that there may be herbicides present from Wheatland County's weed control program.
- Any cost incurred by Wheatland County to enforce these conditions may be charged back to the applicant.

<b>Policy Name:</b>	Environmental Policy
<b>Policy Number:</b>	3.4.1
<b>Policy Owner:</b>	Chief Administrative Officer
<b>Adopted Date:</b>	October 4, 2016
<b>Effective Date:</b>	October 4, 2016
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	August 18, 2020

**PURPOSE**

To guide Wheatland County towards leadership in environmental accountability for the benefit of its residents, industry, and visitors, and to establish guidelines for the provision of environmentally responsible services in Wheatland County.

**POLICY**

Wheatland County is committed to being a leader in environmental accountability through balancing the environment with the social and economic needs of the community; leading by example; understanding and responding to the specific environmental needs of our residents and natural environment; and engaging and enabling stakeholders to protect the value that our natural environment provides. To achieve this, the County will operate in accordance with the following guidelines:

- a. The County will strive to comply with, and exceed where possible, all environmental requirements applicable to County operations and responsibilities.
- b. In all County decision making, we shall integrate environmental considerations with a goal to balance environmental value with social and economic benefits.
- c. The County will utilize stakeholder consultation and the best available scientific information to determine the environmental needs and well-being of the community.
- d. The County will strive to address the environmental needs of the community through targeted programming, with a goal to continually improve the environmentally responsible services we provide through our operations.
- e. The County will encourage contributions to environmental sustainability by seeking opportunities to enable and support community members, and to create meaningful partnerships with stakeholders to achieve mutual environmental goals.
- f. The County will ensure transparency and engagement of the community in the decision-making process where decisions impact the environment and will strive to increase public awareness of environmental issues through effective communications.

This policy commitment will be considered in all plans, strategies, and services, and will be

incorporated into new and existing municipal directives where appropriate.

## **DEFINITIONS**

**“Environment”** refers to Wheatland County’s landscape and its natural components including air, water, land, natural resources, flora, fauna, humans, and all their ecological interactions. The environment, in this context, includes all natural components within the boundary of Wheatland County, and extends to those that can be impacted whether adjacent, down-wind, down-stream, or globally by activities that occur within Wheatland County.

**“Environmental Accountability”** refers to recognition of the need to protect the environment from impacts caused by human activities, and the acceptance of responsibility for reducing such impacts with a goal to protect the natural environment wherever possible.

**“Environmental Needs”** are matters of the environment considered to be of significant interest to stakeholders or identified by science or environmental requirements to be priority issues in Wheatland County.

**“Environmental Requirements”** refers to Acts, Regulations, Guidelines, Standards, permits to operate, and Bylaws, as enacted by any federal, provincial, municipal, territorial or Aboriginal governments; industry codes of practice, agreements with public authorities, internal Council or Administrative policies or requirements or any other regulatory or non-regulatory guidelines pertaining to the environment that are applicable to Wheatland County’s operation.

**“Stakeholders,”** in this policy, refers to any individual, organization, industry, agency, governing body, or otherwise, with a direct interest in the environment in Wheatland County. Examples include, but are not limited to: ratepayers and community members, Wheatland County’s agricultural industry, Wheatland County industry and business, federal, provincial, and municipal governments, Wheatland County staff and Council, environmental non-government organizations, and Watershed Planning and Advisory Councils.

## **REFERENCES**

### **External**

This policy commitment will support compliance with regulatory and non-regulatory environmental requirements that are applicable to Wheatland County’s operation. These requirements include, but are not limited to:

- Agricultural Operation Practices Act, RSA 2000, c A-7
- Alberta Land Stewardship Act, SA 2009, c A-26.8
- Alberta Wetland Policy, 2013
- Canadian Navigable Waters Act, RSC 1985, c N-22
- Environmental Protection Act, RSO 1990, c E.19
- Environmental Protection and Enhancement Act, RSA 2000, c E-12

- Fisheries Act, RSC 1985, c F-14
- Migratory Birds Convention Act, 1994, SC 1994, c 22
- Municipal Government Act, RSA 2000, c M-26
- Public Lands Act, RSA 2000, c P-40
- Soil Conservation Act, RSA 2000, c S-15
- South Saskatchewan Regional Plan 2014 – 2024, amended May 2018
- Species at Risk Act, SC 2002, c 29
- Water Act, RSA 2000, c W-3
- Water for Life Strategy 2003, 2008 renewal
- Weed Control Act, SA 2008, c W-5.1
- Wildlife Act, RSA 2000, c W-10

<b>Policy Name:</b>	ASB Project Funding
<b>Policy Number:</b>	3.4.2
<b>Policy Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	September 17, 2024
<b>Effective Date:</b>	September 17, 2024
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

This policy provides guidelines for the management and distribution of funding provided to Wheatland County landowners and residents for voluntary adoption of environmentally beneficial management practices.

## **POLICY**

Wheatland County may offer grant funding to support local agricultural projects aimed at fostering environmentally sustainable landscapes. This initiative encourages the adoption of environmentally beneficial land management practices and supports the execution of practical projects that aim to enhance, protect, and restore natural resources.

Funding available for grants awarded under this policy will be determined annually as a part of Wheatland County’s operating budget review and approval process.

Wheatland County has the right to refuse any application where appropriate. Funds will be reimbursed upon the terms and conditions of each program.

The following grant funding programs are available under the provisions of this policy:

- Wheatland Environmental Stewardship Program.
- Safe Water Wells Action Program.
- Wheatland County Shelterbelt and Eco-buffer Program.
- ALUS Wheatland.
- Watershed Resiliency and Restoration Program.

## **ELIGIBILITY**

The following are eligible for funding under this policy:

- Landowners and residents who are implementing beneficial management practices and on-the-ground projects which protect, restore, and create natural areas and natural resources.
- Demonstrated the value and benefits of the project.
- Projects located within Wheatland County boundaries.

- Applicants who follow the terms and conditions outlined in the pertinent application forms.
- Projects that do not contravene any local, provincial, or federal legislation.
- Eligible applicants may also receive annual payments from ALUS Wheatland for ecological goods and services delivered to the public by their projects.

The following are ineligible for funding under this policy:

- Goods and Services Tax (GST).
- Retroactive expenses, unless stated in an application form.
- Expenditures funded by other county grant programs, provincial or federal programs or other funding bodies.

## **RESPONSIBILITIES**

Administration will complete the following tasks:

- Communicate details of the programs to ratepayers.
- Provide technical assistance to applicants as needed.
- Receive applications.
- Review and approve applications.
- Reimburse applicants for eligible project costs.
- Reporting to ASB, Council and external funders as required.
- Seek additional external funding as needed (WRRP, ALUS).

<b>Terms of Reference Name:</b>	Scholarship and Awards Committee
<b>Number:</b>	3.5.1
<b>Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	January 15, 2025
<b>Effective Date:</b>	January 15, 2025
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The Wheatland County Agricultural Service Board Scholarship and Awards Committee (“the Committee”) is responsible for providing final award recipient recommendations to the Wheatland County Agricultural Service Board (“the ASB”) in accordance with the ASB Scholarship Policy and the ASB Awards Policy. The Committee operates under the governance of, and serves as an advisory body to, the ASB. All final decisions and approvals regarding ASB awards programs and policies, including the selection of award recipients and the monetary award amounts, rest solely with the ASB.

## **ADMINISTRATIVE DIRECTIVE AND OBJECTIVES**

The Committee is delegated the responsibility to review ASB scholarship and award applications and provide to the ASB recommendations of which applicants should receive the bursaries and awards listed within, and in accordance with the criteria provided, in the respective policies. In addition, where applicable, the Committee recommends to the ASB the monetary amount awarded to each applicant. Furthermore, the Committee provides recommendations to the ASB regarding who the ASB should nominate for externally funded and administered award programs listed within the ASB Awards Policy.

Through these efforts, the Committee participates in and assists the ASB in recognizing the dedication of Wheatland County residents to agricultural excellence and environmental stewardship, celebrating individuals striving to contribute to the agriculture and environmental related fields in a meaningful way.

The Committee shall be supported by Wheatland County’s Agriculture and Environment Department for assistance with administrative matters related to the Committee’s tasks and responsibilities. The Committee may assign functions and tasks to the Manager of Agriculture and Environment, or a delegate, as required to fulfill the Committee’s duties.

## **Membership**

The Committee will consist of a minimum of three (3) and up to five (5) voting members.

Committee members shall be appointed by the ASB and shall include at least one (1) presently serving member of the ASB. The remaining Committee members may be other ASB members, local community representatives, or other Wheatland County residents, as deemed appropriate by the ASB.

The Committee shall elect a Chair and a Vice-Chair from among its members. The Chair, or in their absence, the Vice-Chair, will preside over meetings and represent the Committee as required. If both the Chair and Vice-Chair are absent from a meeting and quorum is achieved, the attending members shall elect a temporary Chair from among themselves by majority vote.

### **Membership Term**

Members will serve terms starting and finishing at the first ASB meeting following the Wheatland County Organizational meeting. This ASB meeting usually occurs in January.

Appointed Committee members will serve on the Committee until their term is completed, they resign, they are removed by the ASB, or, for ASB members, their ASB membership ends.

A member will cease to be part of the Committee if they miss three (3) consecutive regular meetings without prior authorization by the Committee.

Should any Committee positions become vacant mid-term, the ASB may appoint replacements as needed. Such appointments will expire at the first ASB meeting following the Wheatland County Organizational Meeting.

### **Remuneration**

Committee members shall be entitled to remuneration, travel, and other expenses in accordance with the Wheatland County Agricultural Service Board Bylaw and the Wheatland County Elected Official Remuneration Policy.

### **Roles and Responsibilities**

The Committee shall:

- **Scholarship and Award Recipient Selection:** Review scholarship and award applications, evaluate candidates, and recommend to the ASB both award recipients and monetary award amounts, in accordance with the applicable ASB policies.
- **External Award Nominations:** Provide recommendations to the ASB of individuals or groups to be nominated for externally offered award programs, in accordance with the applicable ASB policies.
- **Budget Management:** Ensure scholarship and award recommendations are made within the allotted budget of the ASB's scholarship and awards programs, ensuring appropriate allocation of funds.

- **Policy and Procedure Development:** Make recommendations to the ASB regarding updates to policies, application forms, or other matters related to the ASB Scholarship and Awards Programs.
- **Event Coordination:** Subject to ASB approval for each event, plan and execute events related to the ASB scholarship and award programs, including ceremonies and presentations, as needed.
- **Communication:** With the aid of Wheatland County Administration, ensure clear and consistent communication with applicants, recipients, and the broader community. Present recommendations for award recipients to the ASB. Reports and presentations to the ASB may be provided by either the Committee Chair or by County Administration, as determined by the Committee Chair.
- **Feedback and Improvement:** Collect and analyze feedback to continuously improve the effectiveness of the ASB scholarship and award programs.
- **Privacy Protection:** In all matters, the ASB, the Committee, and Wheatland County Administration shall adhere to all applicable legislation related to privacy protection, such as the Alberta Freedom of Information and Protection of Privacy Act.

## **MEETINGS AND CONDUCT OF BUSINESS**

The Committee shall adhere to Wheatland County's Procedural Bylaw, as applicable.

### **Schedule of Meetings**

The Committee shall plan to meet when required to make timely recommendations to the ASB related to its responsibilities as noted within this Terms of Reference and within the applicable Wheatland County ASB policies. Except as otherwise noted with this Terms of Reference, the schedule dates and times of Committee meetings shall be determined by the Chair. Meetings may be held in person, *electronically*, or in other formats as requested by the Committee Chair.

Following the initial, annual appointment of Committee members by the ASB, the Wheatland County Manager of Agriculture and Environment shall set the date and time for the first Committee meeting, during which the Committee will elect its Chair and Vice-Chair. This procedure shall also be followed whenever both the Chair and Vice-Chair positions are vacant.

### **Agenda**

The Wheatland County Manager of Agriculture and Environment is responsible for preparing and distributing the agenda for Committee meetings. Agenda items for discussion may be requested by any Committee member, the ASB, or a member of Wheatland County Administration. The final agenda, including any additions, must be approved by a majority vote at the beginning of each meeting.

### **Attendance at Meetings**

Members are expected to attend all meetings. If a member is unable to attend, they must notify the Committee Chair in advance. The Wheatland County Administration's Manager of Agriculture and Environment, or a delegate, may also attend Committee meetings solely to provide administrative support or, as requested, information or advice to the Committee.

### **Quorum and Decision Making**

A quorum is established when at least three (3) voting members are present.

### **Decision-making**

The Committee will aim for consensus in decision-making. Formal votes may be conducted for critical recommendations or when consensus cannot be reached. Any member may request a formal vote on a matter before the Committee. Voting members must be present in the meeting to exercise voting privileges during the meeting. A motion is carried when supported by a majority of voting members present.

### **Minutes**

The Wheatland County Manager of Agriculture and Environment is responsible for drafting and distributing meeting minutes within ten (10) working days after each meeting. Minutes will be approved by the Committee at the next regular meeting. Any amendments will be noted in the subsequent meeting's minutes.

### **REFERENCES**

Wheatland County Scholarship Policy  
Wheatland County Awards Policy  
Wheatland County Agricultural Service Board  
Bylaw Wheatland County Elected Official  
Remuneration Policy

<b>Terms of Reference Name:</b>	Agricultural Service Board Agricultural Tour Committee
<b>Number:</b>	3.5.2
<b>Owner:</b>	Manager of Agriculture and Environment
<b>Adopted Date:</b>	January 15, 2025
<b>Effective Date:</b>	January 15, 2025
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The Wheatland County Agricultural Service Board Agricultural Tour Committee (the “Committee”) is responsible for organizing and managing the Wheatland County Agricultural Service Board Tour (the “Tour”). The Committee operates under the governance of the Wheatland County Agricultural Service Board (the “ASB”) and serves as an advisory body. It provides recommendations and strategic guidance to support the ASB in decision-making related to the Tour. All final decisions and approvals related to the Tour rest solely with the ASB.

## **ADMINISTRATIVE DIRECTIVE AND TERMS OF REFERENCE**

A key role of the Committee is to report regularly to the ASB, ensuring that all information and updates regarding the Tour are communicated accurately and effectively. The Committee also provides support and direction to the Agricultural Service Board Tour Coordinator (the “Tour Coordinator”). Its primary objective is to help deliver an informative and engaging Tour that highlights Wheatland County’s agricultural practices and innovations while maintaining fiscal responsibility.

The Committee is tasked with the following:

- Planning and coordinating all aspects of the Agricultural Service Board Tour.
- Ensuring the itinerary is meaningful and educational.
- Managing logistics, including transportation, accommodations, and meals.
- Promoting the Tour within the community and with other Agricultural Service Boards within Alberta.
- Managing budgets and allocating funds with fiscal prudence.
- Ensuring the safety and well-being of all participants.
- Providing regular updates and reports to the ASB.
- Incorporating lessons learned to provide feedback for the purpose of helping to improve future tours.

## **Membership**

The Committee will consist of a minimum of three (3) and up to five (5) voting members, with one alternate. All Committee members shall be selected from the ASB and appointed by the ASB.

The Committee shall elect a Chair and a Vice-Chair from among its members. The Chair, or in their absence, the Vice-Chair, will preside over meetings and represent the Committee as required. If both the Chair and Vice-Chair are absent from a meeting and quorum is achieved, the attending members shall elect a temporary Chair from among themselves by majority vote.

If a member is unable to attend a Committee meeting, the designated alternate will assume voting privileges and full participation rights at the meeting. Committee members are responsible for notifying the alternate to attend the meeting on their behalf.

The Tour Coordinator is assigned by the Wheatland County Chief Administrative Officer and serves as an advisor to the Committee. The Committee may assign functions and tasks to the Tour Coordinator as needed to fulfill the Committee's duties.

### **Membership Term**

Appointed Committee members will serve on the Committee until the Tour is completed, they resign, they are removed by the ASB, or they are no longer a member of the ASB.

A member will cease to be part of the Committee if they miss three (3) consecutive regular meetings without prior authorization by the Committee.

Vacant positions on the Committee may be filled by the ASB as needed.

### **Remuneration**

Committee members are entitled to remuneration, travel, and other expenses in accordance with the Wheatland County Agricultural Service Board Bylaw and the Wheatland County Elected Official Remuneration Policy.

### **Roles and Responsibilities**

The Committee shall:

- Assist the Tour Coordinator with research on potential Tour stops, assessing their educational and economic value.
- Provide direction to the Tour Coordinator on logistical details, including itinerary, registrations, bookings, transportation, meals, and accommodations.
- Develop educational commentary for points of interest at each Tour stop.
- Liaise with ratepayers, landowners, Tour stop operators, and service personnel as required.
- Direct and oversee financial tasks such as payments and registrations.
- Address and resolve issues during the planning and execution of the Tour.

- Present Committee activities and request approval for Tour plans and expenditures during regular ASB meetings. Reports to the ASB will be provided by either the Committee Chair or the Tour Coordinator, as determined by the Chair.

## **MEETINGS AND CONDUCT OF BUSINESS**

The Committee shall adhere to Wheatland County's Procedural Bylaw, as applicable.

### **Schedule of Meetings**

The Committee shall plan to meet a maximum of once in every two months, with exact meeting times and intervals determined by the Chair. Meetings may be held in person, electronically, or in other formats as requested by the Committee Chair.

The date and time of the first Committee meeting will be set by the Tour Coordinator, during which meeting the Committee shall elect its Chair and Vice-Chair.

### **Agenda**

The Tour Coordinator is responsible for preparing and distributing the agenda for Committee meetings. Agenda items for discussion may be requested by any Committee member, the ASB, the Tour Coordinator, or, in the absence of the Tour Coordinator, a member of Wheatland County Administration. The final agenda, including any additions, must be approved by a majority vote at the beginning of each meeting.

### **Attendance at Meetings**

Members should strive to attend all meetings. If a member cannot attend, they must notify the Chair in advance and arrange for the alternate to attend.

### **Quorum and Decision Making**

A quorum is established when at least three (3) voting members are present.

### **Decision-making**

The Committee will aim for consensus in decision-making. Formal votes may be conducted for critical recommendations or when consensus cannot be reached. Any Member may request a formal vote on a matter before the Committee. Voting members must be present in the meeting to exercise voting privileges during the meeting. A motion is carried when supported by a majority of voting members present.

## **Minutes**

The Tour Coordinator is responsible for drafting and distributing Committee meeting minutes within ten (10) working days after each meeting. The draft minutes shall be reviewed and approved by the Wheatland County Manager of Agriculture and Environment before final distribution.

Minutes will be approved by the Committee at the next regular meeting. Any amendments will be noted in the subsequent meeting's minutes.

## **REFERENCES**

Wheatland County Agricultural Service Board Bylaw

Wheatland County Elected Official Remuneration Policy

<b>Terms of Reference Name:</b>	ALUS Partnership Advisory Committee (PAC)
<b>Number:</b>	3.5.3
<b>Owner:</b>	Manager of Agriculture and Environment
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## Background

The ALUS Wheatland Partnership Advisory Committee (PAC) guides the delivery of the ALUS program in Wheatland County. ALUS is a community-led and producer-delivered program.

### Vision

The ALUS Wheatland PAC promotes sustainable management of water and soil resources, and biodiversity, for the benefit of our landscape and community.

### Mission

The ALUS Wheatland PAC supports producers to improve management of water quality, soil health, and biodiversity for the benefit of our landscape and community.

## Program Goals

The goal of the Wheatland County PAC is to promote sustainable management of natural resources by supporting local agricultural producers, in alignment with the goals of ALUS Canada. The ALUS Wheatland program encourages and supports sustainable agriculture through beneficial management practices and on-the-ground projects that protect and restore natural areas such as wetlands, grasslands, riparian areas, and treed areas.

The results of these projects may include (but are not limited to): improved habitat for fish and wildlife, species at risk, and native pollinators; cleaner air and water; and sustainable food production on working landscapes.

The primary goals of ALUS Canada are to create a healthy landscape that sustains agriculture, wildlife, and natural spaces for all Canadians.

## Roles and Responsibilities

### PAC Responsibilities

PAC responsibilities include, but are not limited to, the following:

1. Set strategic goals and objectives for the ALUS Wheatland program.
2. Review ALUS projects and approve projects that are in line with ALUS principles.
3. Establish the ALUS Wheatland payment structure.
4. Promote the ALUS program in Wheatland County.

### **Responsibilities of the PAC Coordinator**

PAC Coordinator responsibilities include, but are not limited to, the following:

1. Administer and deliver the ALUS Wheatland program.
2. Provide technical support to Wheatland County producers.
3. Attract in-kind contributions and pursue grants to support the program.
4. Act as a liaison between the ALUS program, Wheatland County Administration, Council, the Wheatland County Agricultural Service Board (ASB), and the agricultural community.
5. Report to ALUS Canada, Wheatland County Council, and the ASB, as required.
6. Monitor projects to ensure compliance with landowner Conservation Agreements.

### **Membership**

#### **Committee Composition**

The PAC is a standing committee of the Wheatland County Agricultural Service Board, in partnership with ALUS Canada, as per the Memorandum of Understanding between Wheatland County and ALUS Canada. The committee composition will include representation from local agricultural producers, Wheatland County Administration, ASB members, and local agri-environmental agencies.

#### **Voting Members**

The PAC will consist of five (5) voting members and may be comprised of representatives from the categories listed below, provided that the committee includes at least one (1) Wheatland County Agricultural Service Board (ASB) member.

- Wheatland County Agricultural Service Board members (minimum of one (1)), with one (1) alternate ASB member.
- ASB members-at-large.
- Producers-at-large / Farmer Liaisons.
- Members from local agri-environmental government and/or non-government agencies (maximum of 2).

Where possible, the PAC is encouraged to include at least one (1) member from each of the categories listed above to support balanced representation.

## **Non-Voting PAC Members**

Non-voting PAC members provide administrative, program, and technical support to the committee and include the following:

- ALUS Coordinator.
- Wheatland County Agriculture and Environment representatives and administrative support.
- ALUS Canada representative(s).
- Additional members of local agri-environmental government and/or non-government agencies may be invited as Technical Advisors.

## **Appointment and Terms**

ASB members and ASB members-at-large will be appointed at the ASB Organizational Meeting, or at other times as required to fill committee positions. Their PAC appointment will end upon expiry or earlier termination of their ASB appointment (including resignation or removal by Council).

A Wheatland County staff member shall serve as the PAC Coordinator to the Committee. This role shall be fulfilled by the Wheatland County Agricultural Conservation Coordinator or, if that position is vacant or renamed, by another Wheatland County staff member assigned by Administration under the authority of the Chief Administrative Officer.

Voting members from local agri-environmental government and/or non-government agencies, producers-at-large, and farmer liaisons will be invited by the ALUS Coordinator annually for a one (1) year term and will be appointed by vote of the PAC.

## **Remuneration**

Per diem rates will be set in accordance with Wheatland County Policy 5.1.1 (Elected Officials Remuneration) and Wheatland County Policy 5.1.2 (Remuneration—County Appointed Non-Elected Committee Members). PAC members who are paid by another organization to attend PAC meetings as part of their regular scope of work, or who are providing in-kind support to Wheatland County's ALUS program, are not eligible for payment.

## **Technical Advisors**

In addition to the voting members above, the PAC and/or Administration may invite additional Technical Advisors to attend meetings to provide technical advice to the PAC.

The following list includes agri-environmental government and/or non-government agencies from which voting members and Technical Advisors may be drawn. This list may change over time at the discretion of the PAC:

- Alberta Riparian Habitat Management Society ("Cows and Fish")
- Western Irrigation District
- Alberta Environment and Protected Areas
- Alberta Agriculture and Irrigation

- Alberta Conservation Association
- Ducks Unlimited Canada
- Bow River Basin Council
- Red Deer River Watershed Alliance
- Applied research / forage / livestock associations

### **Meetings and Decision-Making**

- Meetings will be held at the call of the ALUS Coordinator, in consultation with the Chair.
- Voting PAC members will elect a Chair and Vice-Chair annually.
- The Chair (and, in the Chair's absence, the Vice-Chair) will preside at meetings and ensure meetings are conducted in accordance with the Wheatland County Procedural Bylaw, as applicable, and support orderly and fair meeting conduct.
- Decisions of the PAC will be reached by majority vote. In the event of a tie vote, the motion is defeated.
- Quorum shall be a minimum of three (3) voting members.
- Wheatland County's ALUS Program Coordinator is responsible for ensuring minutes are taken at each meeting and circulated to all PAC members following the meeting.

### **Support Resources**

The PAC will be supported by Wheatland County's ALUS Program Coordinator and other Wheatland County staff, as required. Wheatland County will provide financial administration of funds provided to the ALUS Wheatland program. ALUS Canada staff will support the PAC and Coordinator, as required.

### **Conflict of Interest and Confidentiality**

PAC members must declare any conflict of interest and refrain from discussing or voting on any matter before the PAC in which the member has a pecuniary interest or conflict of interest. PAC members must comply with all applicable access-to-information and privacy legislation (including AITA and POPA). Members must safeguard any confidential or personal information accessed or received through their committee role, must not disclose it except as authorized, and must use it only for legitimate PAC business and within the scope of their committee responsibilities.

### **Dissolution**

The PAC will continue to function in alignment with the Memorandum of Understanding between Wheatland County and ALUS Canada. Dissolution of the PAC will occur if either ALUS Canada or Wheatland County terminates participation in the Wheatland County ALUS program. If dissolution occurs, each member will be provided with written notice in advance. Upon receipt of the notice of dissolution, the Chair may call a final meeting to resolve any outstanding business.

## References

- Alberta Municipal government Act
- Provincial Agricultural Services Board Act
- Wheatland County Agricultural Service Board Bylaw
- Wheatland County Procedure Bylaw
- Memorandum of Understanding, between Wheatland County and ALUS Canada.
- Wheatland County Policy 5.1.1 “Elected Officials Remuneration”
- Wheatland County Policy 5.1.2 “Appointed/Non-Elected Committee Members Remuneration”