



September 14, 2021

Strathcona County Agricultural Service Board
c/o Transportation and Agriculture Services
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7

Attention: Members of the Agricultural Service Board

Re: Agricultural Service Board Mandate Letter for 2022 and 2023

On behalf of Strathcona County Council, thank you for your hard work in supporting and facilitating the achievement of Strathcona County's Strategic Plan. Your role in providing a forum for examining timely issues and providing advice to Strathcona County Council related to your mandate supports our efforts to becoming "Canada's most livable community."

Strathcona County Council requests that during 2022 and 2023 you focus your efforts on the activities indicated below. We also ask that you report to Priorities Committee on your progress before the end of the fourth quarter of each year.

Activity or Area of Focus for 2022-2023
Provide input on the development of the Agriculture and Food Sector Development Strategy.
Provide recommendations on how to increase awareness and monitoring of invasive species.
Assist with continued implementation of the Urban Agriculture Strategy.
Provide input on design and programming of the Multi-Purpose Agricultural Facility.
Provide input on design and programming of the Bremner Heritage Site.
Provide recommendations on advocacy and awareness of agricultural traffic safety.

Council values opportunities for public engagement and we work closely with administration to ensure that there are several engagement opportunities, including establishing advisory committees that include community members with diverse perspectives. Although Council cannot always action every recommendation it

receives, committee input helps us better understand and respond to community needs.

We want you to be successful in your role as an advisory committee! Council recently refreshed its Boards and Committees Bylaw to help address common committee matters. Your Administrative representative will ensure you receive a copy of this bylaw, but this letter will also summarize some requirements and guidelines for your convenience.

Annual Work Plan and Meeting Schedule

- Council advisory committees will develop an annual work plan that identifies priorities for each planned meeting based on the mandate items noted in this letter (typically this activity takes place at the first committee meeting).
- In consultation with the Administrative Representative, establish available resources for each priority as part of the work plan (there are limits to available resources so at times it will be necessary to seek Council approval for certain resourcing requests).
- Council advisory committees may hold a maximum of 8 meetings within a calendar year.
- Informal "council committee meetings" are not permitted since they would not be compliant with the County's obligations under the *Municipal Government Act* and since they are beyond the County's allocated resources for committees.

Resourcing and Administrative Support to the Committee

- Administrative Representatives are expected to provide approximately up to 8 hours of support per committee meeting (this includes agenda preparation, website administration, meeting logistics, minutes, report writing, and coordination, etc.).
- Administration can provide advisory committees with information, research, or data already within its possession, but requests for information, research or data not currently available or requiring additional work requires Council approval by way of report to Council.
- Committee meetings must be held at County facilities or by way of the County's virtual platforms.
- Council advisory committees may establish sub-committees from among their members to support their work, but County administrative resources are not available for sub-committee meetings and sub committees must not constitute a quorum of the advisory committee.

Communications

- Council's spokesperson is the Mayor and any communications from Council advisory committees must follow the County's communication protocols (e.g.

must be reviewed by the County's communications department or approved by Council).

- Council advisory committees may invite community groups or other stakeholders to their meetings and solicit input from such groups, but any broader communication on County policies, positions, or priorities must be approved by Council. This includes news articles, social media, surveys, and other forms of communication.
- Communication resources for the County are allocated according to Council approved priorities and budget and thus support requests for communications strategies, surveys, and other extensive projects require Council approval.

Reporting to Council:

- Council advisory committees are required to report at least annually to the Priorities Committee on progress made on their mandated items.
- In addition to the annual report, council advisory committees may provide additional reports to Council or Priorities Committee as required.
- Additions or changes to the mandate of the committee require Council approval by way of report to Council.
- Councillors appointed to the council committees may choose to raise matters of importance to the committee with Council, but this is solely at the discretion of the individual Councillor.
- All reports to Council or Priorities Committee must be added to the appropriate agenda by the Administrative Representative and must comply with the standard report deadlines and requirements.

I would like to take this opportunity to sincerely thank you for your commitment to Strathcona County and for agreeing to be part of the Agricultural Services Board. Strathcona County Council looks forward to hearing about your progress on these important activities and receiving your advice.

Sincerely,



Rod Frank, **MAYOR**
STRATHCONA COUNTY