BYLAW 1538/21
AGRIBUSINESS AND AGRITOURISM REVIEW TASK FORCE BYLAW
STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW OF STURGEON COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE AGRIBUSINESS AND AGRITOURISM REVIEW TASK FORCE AS A COUNCIL COMMITTEE

WHEREAS, section 145 of the *Municipal Government Act*, RSA. 2000 c M-26 (the Act), and amendments thereto provides that a council may pass bylaws in relation to the establishment and functions of council committees as well as procedures to be followed by council committees;

AND WHEREAS, section 146(b) of the Act provides that a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the Council of Sturgeon County considers it appropriate to establish the Agribusiness and Agritourism Review Task Force as a council committee to conduct a review of agribusiness and agritourism regulatory best practices, and the needs/expectations of local business and landowners, for Sturgeon County consideration;

NOW THEREFORE, the Council of Sturgeon County, in the Province of Alberta, duly assembled, enacts as follows:

1. Title

1.1. This Bylaw may be referred to as the "Agribusiness and Agritourism Review Task Force Bylaw".

2. Purpose

2.1. The purpose of this Bylaw is to establish the mandate, functions, and procedures of the Agribusiness and Agritourism Review Task Force.

3. Definitions

3.1. In this Bylaw, words have the meanings set out in the *Municipal Government Act* and the Procedure Bylaw, except that in the context of this Bylaw, "the Task Force" means the Agribusiness and Agritourism Review Task Force established by this Bylaw.

4. Establishment and Mandate

4.1. The Agribusiness and Agritourism Review Task Force is established as a council committee.

4.2. The Task Force shall make policy recommendations to Council that meet the needs and expectations of local business and landowners in consideration of agribusiness and agritourism regulatory best practices.

4.3. The Procedure Bylaw shall govern the Task Force and shall be binding upon all Task Force members.

5. Terms of Reference

5.1. In order to fulfill its mandate, the Task Force shall:

(a) Conduct a review of agribusiness and agritourism regulatory best practices, and the needs/expectations of local business and landowners. This may also include:

i. the current state of agribusiness and agritourism in Sturgeon County, including economic impact, collaboration, municipal supports, regulatory requirements, and community perceptions;

ii. best practices and regulatory requirements across western Canada;

iii. the desired future state of domestic and export agribusiness and agritourism in Sturgeon County;

iv. any real or perceived barriers to agribusiness or agritourism growth and success in Sturgeon County;

v. the appropriate distinction between general agriculture, agribusiness, and agritourism, including definition, size and nature of operations, and other factors as they relate to municipal standards and regulations; and

vi. recommendations related to Sturgeon County bylaws, policies, processes, or other measures related to agribusiness or agritourism, particularly those related to planning and development requirements, safety and Building Code measures, enforcement processes, community standards and regulations (e.g. noise, aesthetics, parking, road use agreements, Alberta Health Services regulations, etc.), event venue and licensing requirements, and economic development supports.

(b) Deliver a communications and engagement plan, describing recommended methods to engage key stakeholders, for Council approval;

(c) Produce a "What We Heard Report" describing stakeholder findings, priorities, and policy recommendations for Council consideration;

(d) Deliver a Final Report with description of findings, stakeholder inputs from the 'What We Heard' report, prioritized short and long-term recommendations and policy options, and implementation considerations to Council in written and presentation format;

(e) Serve in an advisory capacity to Council;

(f) Have authority to request information and advice from, and to direct the actions of, an impartial expert Task Force Advisor, within scope and budget availability;

(g) Have authority to request information and advice from County Administration but not to direct its action;

(h) Have no spending authority, other than through funding provided through Sturgeon County for the conduct of the review and public engagements;

(i) Provide periodic updates to Council on the work of the Task Force; and

(j) Deal with matters referred to the Task Force from Council.

5.2. The Task Force may establish more specific objectives that are consistent with this Bylaw and support the County's agribusiness and agritourism sector.

6. Membership

6.1. There shall be up to 9 members of the Task Force consisting of:

(a) Two (2) Members of Council and the Mayor as an ex-officio member; and

(b) Up to seven (7) members of the public who are residents or business owners in the County.

6.2. When appointing public members, Council shall select persons who:

(a) Represent a broad cross-section of the County's agricultural sectors; and/or

(b) Have an understanding and appreciation of agribusiness, agritourism and economic development within the County; and/or

(c) Who have a demonstrated record of community service.

6.3. Membership shall be reviewed at the annual Organizational Meeting.

6.4. The Chair and Vice Chair shall be elected at the first meeting of the Task Force.

6.5. If the Chair is a Councillor, the Vice Chair must be a public member. If the Chair is a public member, the Vice Chair must be a Councillor.

6.6. Alternates are not permitted when appointed members cannot attend. Members that cannot attend are responsible for providing inputs to the Task Force when required.

6.7. The Task Force shall be supported by an impartial expert Task Force Advisor, in addition to representative(s) within Sturgeon County administrative departments on an as needed basis.

6.8. The Task Force may be supported by other contracted experts and other government officials, if required, and with the approval of Council and/or the Chief Administrative Officer (CAO).

6.9. Council shall appoint all members to the Task Force.

6.10. The Task Force shall be in place from the date it is established by Council to the date that its Final Report is accepted by Council.

7. Meetings and Minutes

7.1. Meetings other than the Task Force's inaugural meeting shall be scheduled at the call of the Chair. The inaugural meeting shall be scheduled by the Chief Administrative Officer.

7.2. At the inaugural meeting of the Task Force, a schedule of milestones and meetings will be established and approved by the Task Force. Frequency of the meetings is initially expected to be once every three weeks, for two hours per meeting. Summer break(s) are anticipated.

7.3. Voting shall occur and recommendations confirmed by consensus where possible; however, if consensus is not achieved, a vote shall be taken.

7.4. Quorum for the purposes of voting and meetings shall be five (5) members of the Task Force and may include representation in person, or by telephone, or other telecommunication devices that permit participation.

7.5. The committee may close all or part of its meetings to the public if a matter to be discussed falls within one of the exceptions to disclosure in the *Freedom of Information and Protection of Privacy Act*. All members attending a closed session shall respect the confidentiality of the closed session items.

7.6. The CAO shall ensure that meeting minutes are recorded in accordance with the Procedure Bylaw.

7.7. The Task Force Chair is accountable for ensuring effective and collaborative Task Force operation and decision-making. Where the Chair's efforts are unable to resolve a dispute, the matter will be forwarded to Council for discussion and resolution.

8. Administrative Support

8.1. The CAO shall ensure that the Task Force receives administrative support to carry out its mandate.

9. Remuneration

9.1. Members of the Task Force who are councillors shall be eligible to receive remuneration in accordance with the Elected Official Remuneration Policy.

9.2. Public members of the Task Force shall be eligible to receive remuneration in accordance with the Board and Committee Public Member Remuneration Policy.

10. Review and Expiry

10.1. This Bylaw expires on Council's acceptance of the Task Force's Final Report. If the Final Report is not accepted by April 1, 2022, Administration shall bring the Bylaw to Council for review.

11. Severability

11.1. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

12. Effective Date

12.1. This Bylaw shall come into force and take effect on the date that it is passed.

Read a first time this 9th day of March, 2021.

Read a second time this 9th day of March, 2021.

Read a third time this 9th day of March, 2021.

"Original Signed"

Alanna Hnatiw
MAYOR

"Original Signed"

Reegan McCullough
COUNTY COMMISSIONER (CAO)

March 15, 2021

DATE SIGNED