

Agricultural Pest Act Appeal Committee

Terms of Reference

1. PURPOSE

- 1.1 To hear and make decisions on an appeal concerning a notice issued against the land, property, or livestock that contains or is likely to contain a pest or should be protected against a pest.

2. LEGISLATIVE AUTHORITY

- 2.1 *Municipal Government Act*, RSA 2000 c.M-26, as amended Section 145
- 2.2 Bylaw 08-19, Council Committee
- 2.3 Agricultural Pests Act, RSA 2000, c.A-8
- 2.4 Pest and Nuisance Control Regulation

3. DUTIES & RESPONSIBILITIES

The Committee has the Authority to:

- 3.1 Establish the dates for each Committee meeting;
- 3.2 Create or review Committee Terms of Reference (Council approval required);
- 3.3 Hear notice appeals in accordance with the requirements outlined in the Agricultural Pests Act.

4. ROLES

- 4.1 The Committee shall conduct itself in accordance with all provisions as set out in Section 14 of the Agricultural Pest Act and the Procedural Bylaw except as modified by specific provisions of this Terms of Reference.
- 4.2 A majority of the members of the Committee shall constitute a quorum.
- 4.3 The Deputy CAO is designated as the Secretary of the Agricultural Pests Act Appeal Committee.

5. MEMBERSHIP

- 5.1 All Town of Lamont Council members.

6. TERM OF MEMBERSHIP

- 6.1 Council members are appointed annually at the Organizational meeting.
- 6.2 The municipal representative shall not be a member of the Committee and may not vote on any matter; this includes any staff attending the meeting.

7. BOARD CHAIR

- 7.1 The Mayor shall act as Chair for this Committee.
- 7.2 The Chair shall hold office for the remainder of the calendar year from the date of appointment.
- 7.3 The Chair shall preside over all meetings of the Committee and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

Approved by Council: October 8, 2019

8. MEETINGS

8.1 The Committee shall hold meetings at the call of the Chair when an appeal arises.

9. GOVERNANCE

9.1 A majority of the voting members shall constitute a quorum at a Committee meeting.

9.2 All voting members of the board, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

10. ADMINISTRATIVE RESPONSIBILITY

10.1 Coordination of meeting locations and setup.

10.2 Preparation of meeting minutes and agendas.

10.3 Circulation of Agenda Package to Committee members.

11. ENACTMENT

11.1 Upon approval by resolution of Council.