

**AGENDA**  
**CLEAR HILLS COUNTY**  
**AGRICULTURAL SERVICE BOARD ORGANIZATIONAL MEETING**  
**November 17, 2020**

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The Agricultural Service Board Organizational meeting of Clear Hills County will be held on Tuesday, November 17, 2020 at 10:00 a.m. Meeting in the Council Chambers of the County Administration Office, 313 Alberta Avenue, Worsley, Alberta.

- 1. CALL TO ORDER BY COMMUNITY DEVELOPMENT MANAGER**
  
- 2. ADOPTION OF AGENDA**
  
- 3. NEW BUSINESS**
  - a. Voting Procedure and Overview .....2**
  - b. Election of Chairperson .....3**
  - c. Election of Deputy Chairperson .....6**
  - d. Appointment of Voting Members .....7**
  - e. Signing Authorities .....11**
  - f. Date, Time and Place Board Meetings.....12**
  
- 4. ADJOURNMENT**

# Clear Hills County

## Request For Decision (RFD)

|                |   |
|----------------|---|
| Meeting:       | Agricultural Service Board                        |
| Meeting Date:  | November 17, 2020                                 |
| Originated By: | Audrey Bjorklund<br>Community Development Manager |
| Title:         | <b>VOTING PROCEDURE AND OVERVIEW</b>              |
| File:          | 63-10-02  |

### DESCRIPTION:

By resolution, the Board shall determine if they wish to vote by secret ballot or show of hands, at the Organizational Meeting.

### BACKGROUND:

### ATTACHMENTS:

### RECOMMENDED ACTION:

RESOLUTION by \_\_\_\_\_ that this Agricultural Service Board determine the voting of chairperson and deputy chairperson by ....

Initials show support - Reviewed by:

Manager:

*Abj*

AgFieldman:

*GC*

# Clear Hills County Request For Decision (RFD)

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|----------------|---|
| Meeting:       | Agricultural Service Board                        |
| Meeting Date:  | November 17, 2020                                 |
| Originated By: | Audrey Bjorklund<br>Community Development Manager |
| Title:         | <b>ELECTION OF CHAIRPERSON</b>                    |
| File:          | 63-10-02  |

## DESCRIPTION:

As per Bylaw 246-19 annually, at the first meeting following the Council Organizational Meeting, the Agricultural Service Board will appoint a Chairperson from among all voting members.

## BACKGROUND:

A call will be made three times for nominations for the position of Chair. Following the third call, a request will be made for a Motion for Nominations to cease. Voting will then take place.

## ATTACHMENTS:

- Bylaw 246-19

## RECOMMENDED ACTION:

That this Agricultural Service Board end the nomination period for the election of a Chairperson.

**and**

That this Agricultural Service Board declare Member \_\_\_\_\_ as Agricultural Service Board Chairperson for 2020/2021.

**NOTE: At this time the Chairperson will take the Chair.**

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|--------------------------------------|---------------------|-----------------------|
| Initials show support - Reviewed by: | Manager: <i>ABj</i> | AgFieldman: <i>GC</i> |
|--------------------------------------|---------------------|-----------------------|

**BYLAW NO. 246-19**

**A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN AGRICULTURAL SERVICE BOARD.**

WHEREAS, the Agricultural Service Board Act empowers a Council to pass a bylaw to establish an Agricultural Service Board; and

WHEREAS, the Council of Clear Hills County has determined it is in the best interests of the county to pass such a bylaw.

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

1. THAT, the Agricultural Service Board for Clear Hills County will be an independent committee consisting of five members at large, one Council member, one non-voting Alberta Agriculture, Food and Rural Development representative, and one non-voting Agricultural Fieldman. Four voting board members represents a quorum.
2. THAT, in the absence of the Agricultural Fieldman, the Community Development Manager or Acting Agricultural Fieldman will sit on the Agricultural Service Board as an alternate non-voting board member.
3. THAT, the Chair will be selected by the Agricultural Service Board members at the first or organizational meeting, with all voting board members eligible for the position.
4. THAT, the duration of the term for Agricultural Service Board members will be four (4) years, coinciding with the election of Council.
5. THAT, advertising for members at large will commence on or about August 15<sup>th</sup> prior to a general County election, conducted by Administration.
6. THAT, the selection of board members at large will occur during the organizational meeting of Council, and will be based on agricultural experience and agricultural community involvement of the board candidate.
7. THAT, the board candidate will be an agricultural producer residing within the boundaries of Clear Hills County at the time of selection and for the duration of the term of appointment, unless otherwise authorized by a resolution of council.

8. That, in addition to the regular meetings of the Agricultural Service Board, members may attend agricultural seminars, workshop and events within the Peace Region, the annual Peace Region Agricultural Service Board Conference and, the annual Provincial Agricultural Service Board Conference.
9. Bylaw No. 177-13 is hereby rescinded.
10. THAT, this bylaw shall come into force and effect upon the date of final reading hereof.

READ for a FIRST time this 8 day of October A.D., 2019.

READ for a SECOND time this 8 day of October A.D., 2019.

READ for a THIRD time this 8 day of October A.D., 2019.

  
\_\_\_\_\_  
Miron Croy, Reeve

  
\_\_\_\_\_  
Allan Rowe, Chief Administrative Officer

# Clear Hills County

## Request For Decision (RFD)

|                |   |
|----------------|---|
| Meeting:       | Agricultural Service Board                        |
| Meeting Date:  | November 17, 2020                                 |
| Originated By: | Audrey Bjorklund<br>Community Development Manager |
| Title:         | <b>ELECTION OF DEPUTY CHAIRPERSON</b>             |
| File:          | 63-10-02  |

### DESCRIPTION:

Bylaw 246-19 states that the Agricultural Service Board annually, at the first meeting following the Council Organizational Meeting, appoint a Deputy Chairperson from among all voting members.

### BACKGROUND:

A call will be made three times for nominations for the position of Deputy Chair. Following the third call, a request will be made for a Motion for Nominations to cease. Voting will then take place.

### ATTACHMENTS:

### RECOMMENDED ACTION:

That this Agricultural Service Board end the nomination period for the election of a Deputy Chairperson.

**and**

That this Agricultural Service Board declare Member \_\_\_\_\_ as the Agricultural Service Board Deputy Chairperson for 2020-2021.

Initials show support - Reviewed by:

Manager:

*ABj*

AgFieldman:

*GC*

# Clear Hills County

## Request For Decision (RFD)

|                |   |
|----------------|---|
| Meeting:       | Agricultural Service Board                        |
| Meeting Date:  | November 19, 2019                                 |
| Originated By: | Audrey Bjorklund<br>Community Development Manager |
| Title:         | <b>APPOINTMENT OF VOTING MEMBERS</b>              |
| File:          | 63-10-02  |

### DESCRIPTION:

As per Agricultural Service Board Administration Procedure 6301-01 2.4 annually, at the first meeting following the Council Organizational Meeting, the Agricultural Service Board selects voting delegates for the annual Provincial Agricultural Service Board Conference.

### BACKGROUND:

In the past the Agricultural Service Board has recommended the Chair, Council representative and one alternate voting member be appointed as the voting delegates at the annual Provincial Agricultural Service Board Conference.

2 members and one alternate must be appointed.

### ATTACHMENTS:

- Procedure 6301-01

### RECOMMENDED ACTION:

That this Agricultural Service Board appoint Member \_\_\_\_\_ and Member \_\_\_\_\_ be voting members and Member \_\_\_\_\_ be the alternate voting member for the Agricultural Service Board Provincial Conference.

Initials show support - Reviewed by:

Manager:

*ABJ*

AgFieldman:

*GC*



# Clear Hills County

Title: **Agricultural Service Board Administration**

Procedure No. 6301-01

## 1. **Establishment of the ASB**

- 1.1. Council shall select an Agricultural Service Board (ASB) as per existing Municipal Government Act, ASB Act and Bylaw 177-13.

## 2. **Resignations & Vacancies**

- 2.1. Appointed members may resign from the ASB by submitting a written resignation, to the Community Development Manager (CDM). The CDM shall advise the ASB, Council and the Chief Administrative Officer (CAO) of any resignations.
- 2.2. If an ASB Member-at-Large position becomes vacant during the four year term of Council, the position shall be advertised and the member chosen as per conditions as set out above.
- 2.3. If a Council member position becomes vacant during the four year term of Council, Council shall appoint a new Council member to the ASB, with consideration being given to the appointment of the alternate Council member.
- 2.4. The ASB members shall annually at the first meeting following the annual Council Organizational meeting, select the chairperson and vice chairperson, with all voting members eligible for the positions. At this meeting, the ASB members shall establish, by motion, voting delegates to the annual Provincial ASB Conference.

## 3. **Meetings**

- 3.1. All ASB Meetings shall be held at regularly "pre established" dates as is required to properly and adequately consider and make recommendations to Council or on matters placed before the ASB.
- 3.2. The ASB shall meet every second Wednesday of the month except for the months of April and August. Regular meetings will commence at 10:00 a.m. An earlier start time can be selected to deal with special issues. The dates the meetings are to be held shall be advertised.
- 3.3. Any changes to established dates requires 48 hour Public Notice.
- 3.4. No further notification to the ASB will be required once meeting dates have been established.

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- 3.5. If a meeting is to be held other than on established date(s), administration shall attempt to notify members three days in advance.
- 3.6. If a member cannot attend a meeting, that member is responsible to notify the Administration of his absence so it can be determined if a quorum will be present.
- 3.7. An Agricultural Service Board member ceases to be a member of the board if, without being authorized by a resolution of the board, the member is absent for three consecutive regular meetings. The Chairperson, in consultation with the Agricultural Fieldman or CDM, shall determine cancellation of meetings when there are insufficient agenda items or lack of quorum.

**4. Delegations**

- 4.1. Delegations should select a spokesperson to present their views to the ASB.
- 4.2. Written submissions should include the following information:
- 4.3. Nature of project;
- 4.4. Number of persons affected; and
- 4.5. Nature of request.
- 4.6. When a decision by the ASB is rendered the person or persons shall be notified in writing of the decision.

**5. Policies**

- 5.1. The ASB will review and evaluate all agricultural programs and –policies, annually.
- 5.2. The CDM shall ensure a draft annual operating and capital budgets are prepared for the Agricultural Service Board's review as directed by the CAO.
- 5.3. The ASB may meet with Council, at budget time to present the draft Agricultural operating and capital budgets for related programs.
- 5.4. Once the budget is approved by Council, the budget shall be followed for the programs as indicated for the upcoming year. Any deviations from approved programs must be presented to the ASB and Council for approval.

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**6. Reporting**

6.1. Agricultural Service Board members will provide brief written reports or provide material distributed at workshops and conferences attended on behalf of the Board to retain and share the information learned. Resolution AG134(11/10/10)

**7. Related Legislation**

7.1. Agricultural Service Board Act

7.2. Municipal Government Act

**8. End of Procedure**

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# Clear Hills County

## Request For Decision (RFD)

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|----------------|---|
| Meeting:       | Agricultural Service Board                        |
| Meeting Date:  | November 17, 2020                                 |
| Originated By: | Audrey Bjorklund<br>Community Development Manager |
| Title:         | <b>SIGNING AUTHORITIES</b>                        |
| File:          | 63-10-02  |

### DESCRIPTION:

As per Agricultural Service Board Administration Procedure 6301-01(2.4) annually at the first meeting, following the Council Organizational Meeting, the Agricultural Service Board will appoint signing authority for grant applications.

### BACKGROUND:

In the past the Agricultural Service Board has recommended the Chair and Council representative be appointed as the signing authorities for grant applications.

2 members must be appointed.

### ATTACHMENTS:

### RECOMMENDED ACTION:

That this Agricultural Service Board appoint Member \_\_\_\_\_ and Member \_\_\_\_\_ as the Agricultural Service Board grant signing authorities for 2020/2021.

|                                      |                     |                       |
|--------------------------------------|---------------------|-----------------------|
| Initials show support - Reviewed by: | Manager: <i>ABJ</i> | AgFieldman: <i>GC</i> |
|--------------------------------------|---------------------|-----------------------|

# Clear Hills County

## Request For Decision (RFD)

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|----------------|---|
| Meeting:       | Agricultural Service Board                        |
| Meeting Date:  | November 17, 2020                                 |
| Originated By: | Audrey Bjorklund<br>Community Development Manager |
| Title:         | <b>DATE, TIME AND PLACE OF BOARD MEETINGS</b>     |
| File:          | 63-10-02  |

### DESCRIPTION:

The Agricultural Service Board currently meets every third Tuesday except May when the meeting will be held on the first Tuesday of the month and there are no meetings held in April or September. The Board will now select the day of the month and the commencement time for the monthly meetings.

### BACKGROUND:

Procedure 6301-01(3.2) states that the Board will meet every second Wednesday of the month except for April and August and that Regular meetings commence at 10:00 a.m., unless an earlier start time is selected to deal with special issues.

In the past meetings were held on the 3<sup>rd</sup> Wednesday of every month.

AG29(02/18/20) RESOLUTION by Member Ross that this Agricultural Service Board set Agricultural Service Board meetings for 2020 on the third Tuesday of each month except May when the meetings will be held on the first Tuesday, and no meetings held in April or September. Meetings will commence at 10:00 a.m. in the Clear Hills County Council Chambers at 313 Alberta Avenue Worsley, Alberta. At the call of the Chair, special meetings shall be posted for forty-eight hours in advance. CARRIED.

The board may change the day and time of meetings by resolution if the third Monday and 10:00 a.m. start time are not acceptable to the members. All members must be present to change the date, time and place of the meetings.

### OPTIONS:

1. Hold ASB meetings as needed for Agricultural Service Board business, with the preference given to the 3<sup>rd</sup> Wednesday of most months and the 1<sup>st</sup> Wednesday of May; no meetings held in April or September
2. Set ASB meetings for the third Wednesday of each month except May when the meeting will be held the first Wednesday, and no meetings will be held in April and September at a selected time.
3. Set ASB meetings for the third Monday of each month except May when the meeting will be held on the first Monday, and no meeting will be held in April and September at a selected time.
4. Table the date, time and place of Board meetings until all members are present.

### RECOMMENDED ACTION:

That this Agricultural Service Board...

|                                      |                     |                       |
|--------------------------------------|---------------------|-----------------------|
| Initials show support - Reviewed by: | Manager: <i>ABj</i> | AgFieldman: <i>GC</i> |
|--------------------------------------|---------------------|-----------------------|