

AGENDA
CLEAR HILLS COUNTY
AGRICULTURAL SERVICE BOARD ORGANIZATIONAL MEETING
NOVEMBER 21, 2023

The Agricultural Service Board Organizational meeting of Clear Hills County will be held on Tuesday, November 21, 2023 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 AGRICULTURAL FIELDMAN

2. ADOPTION OF AGENDA

3. NEW BUSINESS

a. Voting Procedure and Overview	2
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4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Agricultural Service Board
Meeting Date:	November 21, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	VOTING PROCEDURE AND OVERVIEW
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:

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board determine that the voting of chairperson and deputy chairperson be done by....

Initials show support - Reviewed by:

Manager:



AgFieldman:



Clear Hills County

Request For Decision (RFD)

Meeting:	Agricultural Service Board
Meeting Date:	November 21, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	ELECTION OF CHAIRPERSON
File:	63-10-02

DESCRIPTION:

As per Bylaw 273-22 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 273-22

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board end the nomination period for the election of a chairperson.

RESOLUTION by... that this Agricultural Service Board declare Member... as Agricultural Service Board Chairperson for 2023/2024.

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

Initials show support - Reviewed by:

Manager:

lee

AgFieldman:

GC

BYLAW NO. 273-22

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, two Council members, , and one non-voting Agricultural Fieldman. Four voting board members represents a quorum.
2. THAT, in the absence of the Agricultural Fieldman, the CAO will ~~delegate~~ an employee to 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 15th 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. 246-19 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 22 day of November 2022.

READ for a SECOND time this 22 day of November 2022..

READ for a THIRD time this 22 day of November 2022.



Amber Bean, Reeve



Allan Rowe, Chief Administrative Officer

Clear Hills County

Request For Decision (RFD)

Meeting:	Agricultural Service Board
Meeting Date:	November 21, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	ELECTION OF DEPUTY CHAIRPERSON
File:	63-10-02

DESCRIPTION:

Bylaw 273-22 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.

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board end the nomination period for the election of a Deputy Chairperson.

RESOLUTION by... that this Agricultural Service Board declare Member... as the Agricultural Service Board Deputy Chairperson for 2023/2024.

Initials show support - Reviewed by:

Manager:

ae

AgFieldman:

gc

Clear Hills County

Request For Decision (RFD)

Meeting:	Agricultural Service Board
Meeting Date:	November 21, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	APPOINTMENT OF VOTING MEMBERS
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 Chairperson and Council representative be appointed as the voting delegates at the annual Provincial Agricultural Service Board Conference along with one alternate voting member.

2 members and one alternate must be appointed.

ATTACHMENTS:

Procedure 6301-01

RECOMMENDED ACTION:

RESOLUTION by... 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:



AgFieldman:





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 246-19.

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 consider and make recommendations to Council or on matters placed before the ASB properly and adequately.
- 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.

- 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.

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)

Meeting:	Agricultural Service Board
Meeting Date:	November 21, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	SIGNING AUTHORITIES
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.

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board appoint Member... and Member... as the Agricultural Service Board grant signing authorities for 2023/2024.

Initials show support - Reviewed by:	Manager: 	AgFieldman: 
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Clear Hills County

Request For Decision (RFD)

Meeting:	Agricultural Service Board
Meeting Date:	November 21, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	DATE, TIME, AND PLACE OF BOARD MEETINGS
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 August. 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.

The board may change the day and time of meetings by resolution if the second Wednesday 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.

ATTACHMENTS:

Calendar

OPTIONS:

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

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board...

Initials show support - Reviewed by:

Manager:



AgFieldman:



January 2024							Feb 2024 ▶
◀ Dec 2023	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Years Day Office Closed	2	3	4	5	6
7		8	9 Council	10	11	12	13
14		15	16	17	18	19	20
21		22	23 Council	24	25	26	27
28		29	30	31			

February 2024							Mar 2024 ▶
◀ Jan 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	
4		5	6	7	8	9	10
11		12	13 Council	14	15	16	17
18		19 Family Day Office Closed	20	21	22	23	24
25		26	27 Council	28	29		

March 2024							Apr 2024 ▶
◀ Feb 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	2
3	4	5	6	7	8	9	
10	11	12 Council	13	14	15	16	
17	18	19 RMA Convention	20	21	22	23	
24	25	26 Council	27	28	29 Good Friday Office Closed	30	
31							

April 2024							May 2024 ▶
◀ Mar 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Easter Monday Office Closed	2	3	4	5	6
7	8	9 Council		10	11	12	13
14	15	16		17	18	19	20
21	22	23 Council		24	25	26	27
28	29	30					

May 2024							Jun 2024 ▶
◀ Apr 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4
5		6	7	8	9	10	11
12		13	14 Council	15	16	17	18
19		20 Victoria Day Office Closed	21	22	23	24	25
26		27	28 Council	29	30	31	

June 2024							Jul 2024 ▶
◀ May 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1
2	3	4	5	6	7	8	
9	10	11 Council	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25 Council	26	27	28	29	
30							

July 2024							Aug 2024 ▶
◀ Jun 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Canada Day Office Closed	2	3	4	5	6
7		8	9 Council	10	11	12	13
14		15	16	17	18 County BBQ	19	20
21		22	23	24	25	26	27
28		29	30	31			

August 2024							◀ Jul 2024	Sep 2024 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
				1	2	3		
4	5 Heritage Day Office Closed	6	7	8	9	10		
11	12	13 Council	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

September 2024							Oct 2024 ▶
◀ Aug 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labour Day Office Closed	3		4	5	6	7
8	9	10 Council		11	12	13	14
15	16	17		18	19	20	21
22	23	24 Council		25	26	27	28
29	30 National Day for Truth and Reconciliation Office Closed						

October 2024							Nov 2024 ▶
◀ Sep 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	
6		7	8 Council	9	10	11	12
13		14 Thanksgiving Office Closed	15	16	17	18	19
20		21	22 Council	23	24	25	26
27		28	29	30	31		

November 2024							◀ Oct 2024	Dec 2024 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
					1	2		
3	4	5	6	7	8	9		
		RMA Convention						
10	11 Remembrance Day Office Closed	12 Council	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26 Council	27	28	29	30		

◀ Nov 2024		December 2024						Jan 2025 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
1	2	3	4	5	6	7		
8	9	10 Council	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25 Christmas Day	26 Boxing Day	27	28		
29	30	31						