

AGENDA
CLEAR HILLS COUNTY
AGRICULTURAL SERVICE BOARD ORGANIZATIONAL MEETING
NOVEMBER 19, 2024

The Agricultural Service Board Organizational meeting of Clear Hills County will be held on Tuesday, November 19, 2024 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 Procedure2**
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- 4. ADJOURNMENT**

Clear Hills County

Request For Decision (RFD)

Meeting:	Agricultural Service Board
Meeting Date:	November 19, 2024
Originated By:	Greg Coon, Agricultural Fieldman
Title:	VOTING PROCEDURE
File:	63-10-02

DESCRIPTION:

By resolution, the Board shall determine if the voting at the Organizational Meeting is to be done by secret ballot or show of hands.

BACKGROUND:

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board determine that the voting at the November 19, 2024 Organizational Meeting is to be done by....

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 19, 2024
Originated By:	Greg Coon, Agricultural Fieldman
Title:	CHAIR AND DEPUTY CHAIR
File:	63-10-02

DESCRIPTION:

As per Bylaw 277-23 annually, the appointing of the positions of Agricultural Service Board Chair & Deputy Chair be assigned by Council. Chair and Deputy Chair of the Agriculture Service Board be filled by a Council appointed Council member serving on the board.

BACKGROUND:

O559-24(10-29-24) RESOLUTION by Councillor Walmsley that Council approves the same appointments of Councillors to committees, boards and commissions as recorded on the Appointment Chart from the 2023/2024 year. CARRIED.

ATTACHMENTS:

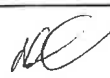
Bylaw 277-23

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board accept the chairman and deputy chairman information, as presented.

Initials show support - Reviewed by:

Manager:



AgFieldman:



BYLAW NO. 277-23

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:

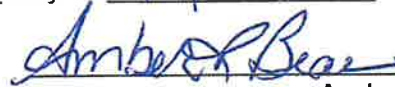
1. THAT, the Agricultural Service Board for Clear Hills County will be an independent committee consisting of five members at large, two Council members, and one non-voting Agricultural Fieldman. Four voting board members represents a quorum.
2. THAT, in the absence of the Agricultural Fieldman, the CAO will delegate an employee to sit on the Agricultural Service Board as an alternate non-voting board member.
3. THAT, the appointing of the positions of Agricultural Service Board Chair & Deputy Chair be assigned by Council. Chair and Deputy Chair of the Agriculture Service Board be filled by a Council appointed Council member serving on the board.
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. 273-22 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 25 day of April 2023.

READ for a SECOND time this 25 day of April 2023.

READ for a THIRD time this 25 day of April 2023.



Amber Bean, Reeve



Allan Rowe, Chief Administrative Officer

Clear Hills County

Request For Decision (RFD)

Meeting:	Agricultural Service Board
Meeting Date:	November 19, 2024
Originated By:	Greg Coon, Agricultural Fieldman
Title:	APPOINTMENT OF VOTING MEMBERS
File:	63-10-02

DESCRIPTION:

As per Procedure 6301-01 Agricultural Service Board Administration, The ASB members shall annually at the first meeting following the annual Council Organizational meeting, appoint signing authority for grant applications and select voting delegates to the annual Regional and Provincial ASB Conferences.

BACKGROUND:

In the past the Agricultural Service Board has recommended the Chair and another member be appointed as the voting delegates at the annual Regional and Provincial Agricultural Service Board Conferences, along with one alternate voting member.

ATTACHMENTS:

Procedure 6301-01

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board appoint Chair... and Member... be voting members and Member... be the alternate voting member for the 2025 Agricultural Service Board Regional and Provincial Conferences.

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 277-23.

2. Resignations & Vacancies

- 2.1. Appointed members may resign from the ASB by submitting a written resignation, to the Agricultural Fieldman (AF). The AF 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, appoint signing authority for grant applications and select voting delegates to the annual Regional and Provincial ASB Conferences.

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 third Tuesday 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 AF shall ensure a draft annual operating and capital budgets are prepared for the ASB'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)

Meeting:	Agricultural Service Board
Meeting Date:	November 19, 2024
Originated By:	Greg Coon, Agricultural Fieldman
Title:	SIGNING AUTHORITIES
File:	63-10-02

DESCRIPTION:

As per Procedure 6301-01 Agricultural Service Board Administration, The ASB members shall annually at the first meeting following the annual Council Organizational meeting, appoint signing authority for grant applications and select voting delegates to the annual Regional and Provincial ASB Conferences.

BACKGROUND:

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

RECOMMENDED ACTION:

RESOLUTION by... that this Agricultural Service Board appoint Chair... and Member... as the Agricultural Service Board grant signing authorities for 2024/2025.

Initials show support - Reviewed by:

Manager:



AgFieldman:



Clear Hills County

Request For Decision (RFD)

Meeting:	Agricultural Service Board
Meeting Date:	November 19, 2024
Originated By:	Greg Coon, Agricultural Fieldman
Title:	DATE, TIME, AND PLACE OF BOARD MEETINGS
File:	63-10-02

DESCRIPTION:

Procedure 6301-01 Agricultural Service Board Administration, states that all Agricultural Service Board 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.

The Board will now select the day of the month and the commencement time for the monthly meetings.

BACKGROUND:

Procedure 6301-01 states that the Board shall meet every third Tuesday 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.

The board may change the day and time of meetings by resolution if the third Tuesday 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. Set the 2024/2025 Agricultural Service Board meetings for the third Tuesday of each month, except for the months of April and August, with a start time of 10:00 a.m.
2. Set the 2024/2025 Agricultural Service Board meetings for the third Monday of each month, except for the months of April and August, with a start time of 10:00 a.m.
3. Set the 2024/2025 Agricultural Service Board meetings for the third Wednesday of each month, except for the months of April and August, with a start time of 10:00 a.m.
4. Table the date, time and place of the Agricultural Service Board meetings until all members are present.

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:	Manager:		AgFieldman:	
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JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 Office Closed	2	3	4
5	6	7 P&P	8	9	10	11
12	13	14 Council	15	16	17	18
19	20	21	22	23	24	25
26	27	28 Council	29	30	31	1

FEBRUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1 Appreciation Banquet HC
2	3	4 P&P	5	6	7	8
9	10	11 Council	12	13	14	15
16	17 Family Day	18	19	20	21	22
23	24	25 Council	26	27	28	1

MARCH 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4 P&P	5	6	7	8
9	10	11 Council	12	13	14	15
16	17	18 RMA Spring Convention	19	20	21	22
23	24	25 Council	26	27	28	29
30	31	1	2	3	4	5

APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 P&P	2	3	4	5
6	7	8 Council	9	10	11	12 Tradeshow
13	14	15	16	17	18 Good Friday	19
20	21 Easter Monday	22 Council	23	24	25	26
27	28	29	30	1	2	3

MAY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6 P&P	7	8	9	10
11	12	13 Council	14	15	16	17
18	19 Victoria Day	20	21	22	23	24
25	26	27 Council	28	29	30	31
FCM Spring Convention May 29–June 1						

JUNE 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 P&P	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	1	2	3	4	5

JULY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1 Canada Day	2	3	4	5
6	7	8 Council	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Council	23	24 County BBQ - Clear River	25	26
27	28	29	30	31	1	2

AUGUST 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4 Heritage Day	5 P&P	6	7	8	9
10	11	12 Council	13	14	15	16
17	18	19	20	21	22	23
24	25	26 Council	27	28	29	30
31	1	2	3	4	5	6

SEPTEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Labour Day	2 P&P	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 National Day for Truth and Reconciliation	1	2	3	4

OCTOBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7 P&P	8	9	10	11
12	13 Thanksgiving	14 Council	15	16	17	18
19	20 Municipal Election	21	22	23	24	25
26	27	28 Council	29	30	31	1

NOVEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4 P&P	5	6	7	8
9	10	11 Remembrance Day	12	13	14	15
16	17	18	19	20	21	22
		RMA Fall Convention & Tradeshow				
23	24	25 Council	26	27	28	29
30	1	2	3	4	5	6

DECEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9 Council	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Christmas	26 Boxing Day	27
28	29	30	31	1	2	3

