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# Orientation Manual for Agricultural Service Board Members



Alberta

Special thanks to:

Debbie Oyarzun (former Supervisor of the Agricultural Service Board Program) for providing the content for this manual.

Orientation Manual for Agricultural Service Board (ASB) Members

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# Introduction

Agricultural Service Boards (ASBs) are unique to North America. They are special committees appointed by the local municipal council to address agricultural concerns in their communities. They can be comprised of any combination of public or private individuals who develop policies for the local agricultural sector. The provincial government, through the ministry of Alberta Agriculture, partners with these boards in many ways to ensure we collectively maintain and improve agricultural production.

The following information will provide a description of how these boards are formed, governed, and funded. Details about legislation, guidelines, and programs are listed in the Appendices.

## History of Agricultural Service Boards

ASBs are unique to North America. In the spring of 2025, ASBs celebrated 80 years of continuous service to producers in Alberta. During the 1920s and 1930s, agriculture was developing rapidly, and new issues were being dealt with. Provincial specialists began to feel overwhelmed, but by the 1940s, they realized that the municipalities were closest to the problem and could deal with requests or issues more quickly than provincial inspectors. In 1943, the M.D. of Conrich, currently called Rocky View County, and the County of Red Deer, joined forces and initiated a trial project where special agricultural committees were set up. Each committee consisted of two councilors, two farmers, and the District Agriculturist. These committees operated with partial funding from Alberta Agriculture. As a result of the success of these agricultural committees, a resolution was passed at the municipal districts' convention in Calgary, in November 1944. The resolution read:

*“Be it resolved that this conference endorse and recommend the establishment of ASBs in all municipal districts, such boards to be similar to personnel and objectives as the one established in the M.D. of Conrich, No. 220 and now in operation and that legislation as may be considered necessary be enacted by the Legislature to authorize the formation of such boards and to designate their powers.”*

In response to the 1944 resolution, the ASB Act was drafted and passed into Alberta Legislation in the spring of 1945. The Act assigned specific duties and powers to both municipal and provincial partners, while encouraging a cooperative and coordinated effort in the development of agricultural policies and programs that were of mutual benefit. Rural municipalities responded to the new legislation in



accordance with agricultural needs and available budget. From 1945-1947, activities under the ASB Act focused on weed and brush control, and soil conservation. As years passed, the role of the ASB expanded to include a variety of programs to service the agriculture industry. Programs today continue to focus on weed and pest control but have expanded to include environmental and sustainable agriculture programs. More information about the history of ASBs can be found in Appendix 1.

## Roles and Responsibilities of the ASBs

ASBs play a critical role in assessing the needs and direction of the agriculture industry in their area as well as identifying obstacles and working to resolve any problems that may arise.

The general role of ASBs can be broken down into four main categories:

### 1. *Policy and Administration*

Once formed, ASBs become advisory to the council in the development and promotion of agricultural policies that meet the needs of the municipality. Through the ASBs, the council has an advocate of agriculture that also has the capacity to advise the Ministers of Agriculture, Environment, etc. on the development and review of external policy. ASBs also have the responsibility to administer and enforce provincial agricultural related Acts, such as the *Weed Control Act*, *Agricultural Pests Act*, and the *Soil Conservation Act*.

### 2. *Program Development and Review*

As the major function of an ASB is to identify local requirements for agricultural programs, the council may decide to form or justify an ASB in response to local demands for improved or increased support on agricultural issues. The ASB can set program objectives, introduce new programs, and through program planning and execution, encourage participation of those who benefit from the program. The role of an ASB is also to review and evaluate established programs on an annual basis.

### 3. *Program Promotion and Advertising*

ASBs are responsible for promoting agricultural programs using newsletters/articles, social media, websites, participation at trade shows and other public forums where agricultural producers are in attendance.

### 4. *General*

ASBs are also responsible for a variety of other aspects associated with improving the economic welfare of the farmer. The preservation and improvement of agricultural production requires coordinated efforts and frequent communication between the ASB,

local institutions, and organizations. The role of the ASB is also to encourage good farming practices and farm safety. While performing all of the duties and responsibilities of an ASB, the ASB shall remain accountable to the ratepayers.

Over the years, most ASBs have obtained their own shop, equipment, and storage facilities to be more self-sufficient. This allows them to be equipped with the tools needed for dealing with the agricultural issues of their local ratepayers.



## Roles of the ASB Members

- To consider the welfare and interests of the municipality as a whole and to bring to the Boards' attention anything that would promote the welfare or interests of the municipality;
- To participate generally in developing and evaluating agricultural policies and programs to meet the needs of the municipality;
- To participate in ASB meetings and meetings of other bodies to which they are appointed;
- To obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- To keep in confidence matters discussed in private at an ASB meeting;
- To communicate effectively with the Agricultural Fieldman, other members of the ASB, and council;
- To review and recommend budget and programs to council for approval;
- To administer approved budget and establish program policy; and
- To evaluate programs.

## ASB Structure

Prior to 1997, the *ASB Act* specified the make-up of a board based on whether the board supported a county, municipality, or improvement district/special area. The Act became more **enabling** after a review in 1997 and now allows council to determine the structure of the board

and its membership. The council is to determine the chair, the number of members, the voting status, and the term of office of the members of the board.

Board structure varies greatly across the province. The criteria to be appointed as a member of the ASB can be met by both councilors and members-at-large. Boards may be made up entirely of councilors, which are merely an extension of Municipal Council, or they may be a blended board consisting of a few councilors and a few members-at-large. In 2024, a survey conducted by the Department of Agriculture showed that approximately 20% of ASBs consisted of all council members and 80% consisted of councilors plus members-at-large.

There are advantages and disadvantages of each type of board structure. A comparison of the pros and cons of each board structure can be seen in Appendix 2.

## ASB Membership

The legislation requires that the membership of a board must include persons who are familiar with agricultural concerns and issues, and who are qualified to develop policies consistent with the *ASB Act*. Board members must also be capable of acting on behalf of the council as legislation also indicates that a board has and must, exercise on behalf of a council, all the duties and powers that are conferred on it by the council, under this or any other enactment, with respect to agricultural matters.

## Attending ASB Meetings

ASB members are required to attend meetings. The legislation states:

*“A person who is a member of a board ceases to be a member of the board, if, without being authorized by a resolution of the board, the member is absent from three consecutive regular meetings of the board.”*

A vacancy on the board does not impair the right of the remaining members to act if a majority (quorum) of the members remain.

## Code of Conduct

A Code of Conduct is a set of rules that outlines the responsibilities of or proper practices for an individual or organization (Wikipedia).

Each municipality should have a Code of Conduct that all ASB members follow and are held accountable to.

## Voting

You are on the ASB to make decisions and that means voting on all resolutions and bylaws unless you are required or permitted to abstain from voting. The board must ensure that each abstention and the reason for it are recorded in the minutes of the meeting. If there is a public hearing on a proposed bylaw or resolution, you must abstain from voting on the bylaw or resolution if you were absent from all of a public hearing, and you may abstain if you were absent for a part of a public hearing. You must also abstain from voting on matters in which you have a pecuniary interest (see “Conflict of Interest” section).

## Conflict of Interest

A conflict of interest occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation for an act in another. It is typically defined as *“a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest.”* (Wikipedia)

Alberta’s municipal ASB members have a strong record of public service to their communities. First and foremost, you are responsible for upholding the public interest above any private interests you may have. Membership of the ASB is a position of public trust. The *Municipal Government Act* describes pecuniary interest and sets out the procedure you must follow if such a matter comes up at a meeting in which you are participating as an ASB member. Failure to follow these procedures can lead to your disqualification.

## Municipal Advisory Committees

Each municipal council works with several boards and committees that contribute to the provision of services to the community. The membership of these boards and committees generally consists of volunteers that rely on the good will of each other and a common sense of direction to assist in community development. Most boards and committees in the community are beyond the responsibility of the council yet often have an impact on the decision making of council. The *ASB Act* provides for council to appoint one or more advisory committees with respect to any matter related to agriculture. Any advisory committee appointed shall act in an advisory capacity to the board and council. The purpose of an advisory committee is to utilize the thoughts, ideas, and suggestions of the public in the development and delivery of policies, programs, and services to the public. In general, advisory committees assist the ASB in fulfilling their roles and responsibilities in the following ways:

- establishing priorities
- program planning
- policy development

- program promotion
- public relations
- program evaluation

It is important to keep in mind that an advisory committee is just that; it advises the board and council. Often, advisory committee members expect their advice to become policy; however, advice is taken into consideration but not necessarily implemented or acted upon.

For advisory committees to be effective, council must provide them with a mandate or terms of reference. If no direction or focus is provided, expectations are unlikely to be met, and the value of the advisory committee diminishes. Establishment of an advisory committee can also become repetitive in that the members on the advisory committee are often members of the ASB or council. Generally, council meetings are held to adopt resolutions of the advisory committee in addition to meetings to adopt resolutions of the ASB. This duplication of time and effort translates into an additional drain on the budget. To alleviate this problem, the advisory committee may report to the ASB. However, regardless of reporting requirements, the governance structure for the advisory committee must be identified in the terms of reference.

The credibility of an advisory committee is enhanced if the membership represents a cross-section of the agricultural community. An assumption is generally made that the advisory committee represents the majority and therefore, it should be able to provide a broader perspective. In doing so, advisory committees often function as the informal liaison between the ASB and the community.

## Role of the Agricultural Fieldman

An Agricultural Fieldman is a qualified person hired by the council and employed on a full-time, year-round basis. The *ASB Act* requires that once a council has established a board, that the council, in consultation with the board, must appoint a qualified person as Agricultural Fieldman to implement agricultural policies and programs and to manage the agricultural resources of the municipality. The Agricultural Fieldman is a designated officer of the municipality and is automatically appointed as an inspector under the *Weed Control Act*, the *Agricultural Pests Act*, and the *Soil Conservation Act* by virtue of the position.

The typical duties of an Agricultural Fieldman can be broken down into five main categories:

### 1. Administration

- Act in an advisory capacity to the ASB and Council.
- Coordinate ASB meetings and agendas with the chairman of the board.

- Prepare and present annual ASB budgets, financial statements, and related progress reports in accordance with the ASB business plan.
- Apply for grants on behalf of the ASB.
- Supervise full-time and temporary staff employed by the ASB.
- Prepare and release timely and related news articles using available media resources.
- Keep up with the latest technology in weed control, pest control, soil conservation, etc.
- Organize field trips, courses, public meetings, and demonstrations.
- Compile and maintain complete office records of related activities.



## 2. Policies and Programs

- Recommend policies and programs targeted to maintain and improve agricultural production.
- Implement policies and programs approved by the board and maintain a record of budget expenditures for these programs.
- Prepare annual reports on current programs.
- Develop and evaluate program plans, budget, and policy. During the evaluation process, explore alternatives that would contribute to developing long-range plans.
- Be involved with educational programs.

## 3. Regulatory

- Enforce the *Weed Control Act* through promoting, inspecting, and enforcing the control of noxious weeds on all lands within the boundaries of their jurisdiction.
- Enforce the *Agricultural Pests Act* through promoting, inspecting, and enforcing the control of declared agricultural pests.
- Enforce the *Soil Conservation Act* through promoting, inspecting, and enforcing regulations and issuing permits regarding soil conservation.
- Inspect and issue permits for seed cleaning plants.
- Supervise the operation of lands under supervision and reclamation.
- Ensure that pesticides are used in accordance with environmental regulations.



## 4. Communication/Liaison

- Act as a liaison with the public, ASB Program Manager, board, and government representatives.
- Keep the board informed of the work being done as well as provide updates on new information.
- Communicate programs to producers.
- Maintain good public relations while promoting ASB programs and enforcing ASB policies through personal producer contacts, newsletters, meetings, etc.

## 5. General

- Take an applied common-sense approach.
- Be responsible directly to the board for ASB programs and operation.
- Maintain rental equipment.
- Be familiar with all aspects of agricultural pursuits and associate this with community needs and the role of the Agricultural Fieldman.
- Identify concerns and problems of the community and relate them to the ASB.
- Demonstrate leadership and organizational skills.
- Attend upgrading courses as the board feels appropriate.

The list above includes typical duties of an Agricultural Fieldman; however, each ASB will have different issues to deal with and a different business plan to work with. Therefore, this list will vary for each ASB. For example, an ASB with extensive water courses may require their Agricultural Fieldman to play a larger role in dealing with beavers as pests and the removal of dams than an ASB in the drier, southern regions of Alberta.

It is apparent that the role of an Agricultural Fieldman is diverse and therefore, council is to ensure that there is a job description for the Agricultural Fieldman with clearly defined expectations. Based on the job description, the Agricultural Fieldman shall have an annual performance appraisal and in support of the Agricultural Fieldman, time shall be allotted for professional development.

## Role of the Minister's Representative

To assist a board, the Minister may designate an employee as a Minister's Representative with the following roles:

- To advise the board on government programs, agricultural problems, and needs of industry.
- To assist the board, on the request of the board, in the discharge of its duties.

With the loss of the District Agriculturalist and the District Home Economist, the Minister's Representative is any employee of Alberta Agriculture. At the request of the municipality, a Minister's Representative is available to attend ASB meetings to address specific issues. The



ASB Program Manager is also a representative of the Minister as identified in the ASB Program Funding Agreement and shall act as a liaison between the ASB and the Minister of Agriculture. In addition, needs and concerns of the ASB and its municipality that are related to responsibilities under the legislation of the *ASB Act* and related *Acts* and regulations can also be addressed by the ASB Program Manager.

At an ASB meeting, the Minister's Representative is not in attendance to lead, but to guide by providing advice on agricultural issues, as a technical resource, and to clarify the position of government. The Minister's Representative when attending a meeting, becomes a non-voting member of the ASB for that meeting.

In addition to the Minister designating a representative to assist ASBs, the Minister may enter into an agreement with council to address the following issues and make payments provided for in the agreement:

- To provide assistance in soil and water conservation;
- For control of weeds and pests;
- For control of any livestock disease; and
- To implement any other agricultural policies considered necessary.

The agreement between the Minister and the council may provide for:

- Assistance towards the administration and provision of services, material, equipment, and labour in conducting approved programs and policies;
- Assistance towards conducting educational programs; and
- Payment of expenses necessary in the control of livestock disease under the *Animal Health Act*.

## Legislated Duties of Agricultural Service Boards

The *ASB Act* describes the legislated authority and roles of ASBs in Alberta. The following duties and responsibilities of the *ASB Act* will apply:

- To act as an advisory body and to assist the council and the Minister of Agriculture in matters of mutual concern;
- To advise on and to help organize and direct weed and pest control and soil and water conservation programs under provincial legislation;
- To assist in the control of livestock disease under the *Animal Health Act*;

- To promote, enhance, and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer; and
- To promote and develop agricultural policies to meet the needs of the municipality.

The *ASB Act* was not intended to be mandatory legislation but rather enabling legislation. However, a bylaw can be passed by the municipal council to have the Act become binding for their district. Although it was not mandatory for local government to establish ASBs, more than 50% of the total 68 boards in place today were established by 1952.

While the *ASB Act* states the specific duties and responsibilities of the local ASB, the overall purpose is to improve and maintain agricultural production, improve the economic welfare of the farmer, and act as an advisory body to municipal and provincial government. Improving agricultural production requires the application of research findings such as new crop varieties and tillage techniques at the producer level.

Similarly, maintaining agricultural production requires the application of proven preventative measures that will reduce or eliminate soil erosion and the spread of new weeds, insects, and diseases. With each ASB carrying out the duties and responsibilities of the *ASB Act*, came the decentralization of Alberta Agriculture, particularly in the areas of weed control and soil conservation.



## Legislation Overview

### 1. Agricultural Service Board Act

The Act is legislation that provides for:

- Establishment of ASBs;
- Establishment of advisory committees on agricultural matters;
- Transfers authority to enforce provincial legislation to ASBs; and
- Allows ASBs to enter into an agreement with the Minister, making some of their ASBs activities cost-shared.

ASBs are responsible for enforcing the:

- *Agricultural Pests Act*;
- *Weed Control Act*; and
- *Soil Conservation Act*

And to assist with the:

- Animal Health Act.

The *ASB Act* outlines the duties of an ASB, how boards are to be established, membership of the board, and attendance. Members of the board must be familiar with agricultural concerns and must be qualified to develop policies. Board members must also be able to act on behalf of council with respect to agricultural matters.

The *ASB Act* also requires that the ASB must present a summary of its activities annually to council that contains the information council requires in the prescribed format.

All ASBs are required to hire a full time, year-round qualified Agricultural Fieldman who is appointed as a municipal inspector under each of the Acts. The Agricultural Fieldman is responsible for carrying out programs and legislation related to the Act.

The *ASB Act* also gives ASBs authority to take land under the supervision of the municipality in situations where severe erosion or weed/pest infestation occurs and enforcement under the other Acts has not been successful. Please contact the ASBs Program Office for guidance if you are considering putting land under supervision or under an Order of Reclamation.

**Link to ASB Act:** <https://open.alberta.ca/publications/a10>

**Link to Associated Regulations for the ASB Act:**

<https://open.alberta.ca/publications/a10#related>

## 2. *Agricultural Pests Act*

The *Agricultural Pests Act* is enabling legislation that provides legal authority to manage native and introduced pests that affect agricultural production.

The *Agricultural Pests Act* consists of two parts:

- *Agricultural Pests Act*; and
- Pest and Nuisance Control Regulation.

The *Agricultural Pests Act*:

- Defines a pest and nuisance;
  - Actual species listed in Regulation
- Minister's powers and delegation of Minister's powers;
- Duties of individual and local authorities;
- Requires municipal inspectors to be appointed;
- Powers of an inspector;
  - On private land
  - Warrant to enter a private entrance



- Failure to enforce the Act;
- Defines how notices are to be written and delivered;
- Appeals process for a notice;
- Ability of municipalities to recover expenses for enforcement work; and
- Offences for contravening the Act.

The Regulation lists species that can be controlled or eradicated, transportation restrictions, control options for certain pests and nuisances, permitting requirements, issuance of notices, and quarantine declaration.

## ASBs Roles and Responsibilities Under This Act

- Provide recommendations to council regarding policies and programs to assist with compliance under the Act (e.g., implementation of a bounty program for Richardson Ground Squirrel tails);
- Ensure adequate pest inspectors are appointed for the municipality; and
- Ensure that an independent appeal committee has been appointed annually.

**Link to Agricultural Pests Act:** <https://open.alberta.ca/publications/a08>

**Link to Associated Regulations for the Agricultural Pests Act:**  
<https://open.alberta.ca/publications/a08#related>

## 3. *Weed Control Act*

The *Weed Control Act* is enabling legislation that provides the legal authority to manage plant species that affect agricultural production.

The *Weed Control Act* consists of four parts:

- *Weed Control Act;*
- Weed Control Regulation; and
- [Invasive Plants of Alberta;](#)

The *Weed Control Act*:

- Defines categories of weed species and requirements for control;
- Defines landowners responsibilities;
- Requires licensing of seed cleaning plants;
- Regulation of weed seeds and spread of weeds;
- Requires municipalities to appoint inspectors;
- Outlines inspector's powers for right of entry, inspection, and enforcement;
- Requirements for issuing notices;



- Notice content; and
- Delivery of notices.
- Establishment of appeal committee and right to appeal;
- Right of municipality to recover inspector's expenses;
- Offences for contravening the Act; and
- Minister's responsibilities and rights.

The Weed Control Regulation outlines the requirements for Seed Cleaning Plant licensing, the list of regulated species, bylaws that the municipality can create, and the process to appeal a notice.

## ASBs Roles and Responsibilities Under This Act

- Provide recommendations to council regarding policies and programs to assist with compliance under the Act (e.g., reverse fence line spraying programs);
- Ensure adequate Weed Inspectors are appointed for the municipality; and
- Ensure that an independent appeal committee has been appointed at least annually.

**Link to *Weed Control Act*:** <https://open.alberta.ca/publications/w05p1>

**Link to Associated Regulations for the *Weed Control Act*:**

<https://open.alberta.ca/publications/w05p1#related>

## 4. *Soil Conservation Act*

The *Soil Conservation Act* provides a framework to encourage sound soil conservation practices, to preserve the agricultural land base, and to ensure the long-term productivity of the farming sector.

The *Soil Conservation Act* consists of two parts:

- *Soil Conservation Act*; and
- Soil Conservation Notice Regulation.

The Soil Conservation Notice Regulation defines the content of notices and provides a notice form.

The *Soil Conservation Act*:

- Outlines responsibility of landholders;
- Requirements for issuing notices;
- How notices are to be delivered;
- Appeals procedures and committee;
- Requires a municipal officer/inspector to be appointed;
- Defines right of entry to inspect;
- Ability to enforce Remediation Orders;
- Ability of municipality to recover expenses for enforcement;
- Offences for contravening the Act; and
- Authority of municipality to make bylaws and issue permits.



The *Soil Conservation Act* remains in force; the Regulations expire November 30, 2025.

## ASBs Roles and Responsibilities Under This Act

- Provide recommendations to council regarding policies and programs to assist with compliance under the Act;
- Ensure adequate Soil Conservation Officers are appointed for the municipality; and
- Act as the appeal committee for *Soil Conservation Act* Notice Appeals.

Link to *Soil Conservation Act*: <https://open.alberta.ca/publications/s15>

Link to Associated Regulations for the *Soil Conservation Act*:

<https://open.alberta.ca/publications/s15#related>

## 5. *Animal Health Act*

The *Animal Health Act* provides the legal authority and framework to mitigate disease risk and respond rapidly to an animal disease outbreak through livestock traceability systems and the establishment of quarantines and control measures. The Chief Provincial Veterinarian is the designated authority under the *Animal Health Act*.

The *Animal Health Act* consists of the Act and eight Regulations.

- Animal Health (General) Regulation;
- Authorized Medicine Sales Regulation;
- Disposal of Dead Animals Regulation;
- Livestock Market Regulation;
- Premises Identification Regulation;
- Reportable and Notifiable Diseases Regulation;
- Traceability Cattle Identification Regulation; and
- Swine Traceability Regulation.



The *Animal Health Act*:

- Defines reportable and notifiable diseases;
  - Specific diseases listed in the Regulation
- Identifies the duty of an individual to report diseases;
- Provides for examination of animals by inspector;
- Issuance of a Quarantine Order;
- Declaration of a quarantine;
- Restrict animal movement within a quarantine zone.
- Order the destruction of animals and provide compensation;
- Issue licenses and conduct inspections;
- Keeping of records in accordance with the Regulations;
- Establish control zones for disease surveillance;
- Appeals procedure for quarantine costs, licensing, and compensation; and
- Offences for contravening the Act.

The Regulations detail livestock identification and traceability systems, proper disposal of dead animals, name specific notifiable and reportable diseases, and the licensing requirements of a Production Animal Medicine outlet and Livestock Marketing and Assembly Stations.

## ASBs Roles and Responsibilities Under This Act

- ASBs are considered an “authorized person” and must report reportable or notifiable diseases under the *Animal Health Act* to the Office of the Chief Provincial Vet within 24 hours.

**Link to the *Animal Health Act*:** <https://open.alberta.ca/publications/a40p2>

**Links to Associated Regulations for the *Animal Health Act*:**

**Animal Health (General) Regulation:**

<https://open.alberta.ca/publications/a40p2#related>

**Authorized Medicine Sales Regulation:**

[https://open.alberta.ca/publications/2014\\_131](https://open.alberta.ca/publications/2014_131)

**Biosecurity Regulation:**

[https://open.alberta.ca/publications/2019\\_185](https://open.alberta.ca/publications/2019_185)

**Disposal of Dead Animals Regulation:** [https://open.alberta.ca/publications/2014\\_132](https://open.alberta.ca/publications/2014_132)

**Livestock Market Regulation:** [https://open.alberta.ca/publications/2014\\_133](https://open.alberta.ca/publications/2014_133)

**Premises Identification Regulation:** [https://open.alberta.ca/publications/2008\\_200](https://open.alberta.ca/publications/2008_200)

**Reportable and Notifiable Diseases Regulation:**

[https://open.alberta.ca/publications/2014\\_129](https://open.alberta.ca/publications/2014_129)

**Swine Traceability Regulation:** [https://open.alberta.ca/publications/2014\\_134](https://open.alberta.ca/publications/2014_134)

**Traceability Cattle Identification Regulation:**

[https://open.alberta.ca/publications/2009\\_333](https://open.alberta.ca/publications/2009_333)

## Policy Development

The ASB and council are responsible for providing the services that their ratepayers want and need. This responsibility involves providing input regarding the municipality's programs and services and making sure that the administration provides the programs and services in the best possible manner.

A policy provides a way of ensuring that consistent decisions are made on similar matters. Policies should establish general guidelines that the council sets for the administration to follow. The administration then provides the programs and services to the ratepayers according to the policies.

Policies are essential to good government and to an understanding of the continuity of council decision-making. Policy development contributes to the overall separation of council as policy makers from the staff, who are charged with carrying out council decisions. Written policy statements are useful to current and successive councils as guidelines on key municipal issues. They represent the philosophy of the current council and convey a sense of the direction of decision-making of that council to the public and affected parties.

Program monitoring means staying up to date on the programs and services that are offered and assessing the results against what the council plans to achieve or specific objectives.

## Bylaws

Municipal bylaws are public regulatory laws that apply to a certain area. Bylaws may be passed or rescinded by municipalities at any time. Municipal bylaws are applicable only to the municipality when declared and do not supersede provincial or federal legislation.

The *Agricultural Pests Act*, *Soil Conservation Act*, and *Weed Control Act* grant authority to municipalities to create specific types of bylaws to assist municipalities with protecting their agricultural resources.

Examples of bylaws that may be passed, under legislation applicable to ASBs, are:

*Agricultural Service Board Act:*

- Putting land under an Order of Reclamation

*Agricultural Pests Act:*

- Designate responsibility for pest control from the edge of owned land to the center of the road

*Soil Conservation Act:*

- Permits for topsoil removal and stubble burning
- Terms and conditions for permits
- Prohibition of topsoil removal and stubble burning

*Weed Control Act:*

- Designate authority for weed control from the edge of owned land to the center of the road
- Upgrade the status of a plan or weed species

All bylaws passed under the authority of these Acts require Ministerial approval. Proposed bylaws must go through two separate readings at the municipal council level to allow for discussion and public consultation. Once the bylaw has passed through the second reading, it must be forwarded onto the Minister of Agriculture for review and approval. After Ministerial approval, a third and final reading at the municipal level is required before the bylaw would come into force.

Municipalities may pass other bylaws to protect their agricultural resources and meet the needs of their ratepayers.

## ASB Grant Program

The ASB Grant Program is available to municipalities that have formed an ASB under the ASB Act. Municipalities must have a year-round fulltime appointed Agricultural Fieldman to carry out Legislative, Resource Management Activities as outlined in the grant agreement.

The 2025-29 ASB Grant Program runs on a five-year grant cycle and allocates a total of \$13.3 million annually. It consists of three funding streams: Legislative, Rat Control, and the Resource Management streams. There is \$11.3 million dollars available for the Legislative Funding Stream, \$1.78 million available under the Resource Management Stream and \$215,000 for the Rat Control Funding Stream. The Legislative Funding Stream is distributed to 68 applicants and the Resource Management Stream is distributed using a merit-based process. The Rat Control Funding Stream<sup>1</sup> is only available to applicants located within Alberta's Rat Control Zone.

The purpose of the grant is to support ASBs with the administration of legislative requirements under the *ASB Act* and in the development and delivery of Resource Management extension programming.

The expected program outcomes include:

- Targeted prevention and control of agricultural diseases, pests, weeds, and delivery of soil conservation programs;
- Development of effective agricultural policies and plans that are implemented and address the needs and issues of the municipality related to agricultural practices;
- Increased awareness, understanding, and implementation of resource management agricultural practices, and programs with an emphasis on mitigating agriculture's impact on watershed health; and
- Development of strong collaborations with Alberta Agriculture, other municipalities, governments, agencies, etc. to achieve outcomes listed in above bullets.
- The funding under the 2025-2029 ASB Grant Program uses the following schedule. This agreement expires December 31, 2029.

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<sup>1</sup> This funding stream was added to the program in 2021.

ITEM	DATE DUE
Program Application Form <ul style="list-style-type: none"> <li>• ASB Grant Application Form</li> <li>• Schedule A <ul style="list-style-type: none"> <li>- Part A: Legislative Funding Stream (mandatory)</li> <li>- Part B: Resource Management Funding Stream (optional)</li> <li>- Part C: Rat Control Funding Stream (Rat Control Zone only)</li> </ul> </li> </ul>	January 31, 2025
Grant Agreement signed	Spring/Summer 2025
2025 ASB Annual Activity Report 1	April 30, 2026
2025 Statement of Income and Expenditures	June 30, 2026
Confirmation of filing of 2025 Audited Financials with Municipal Affairs	June 30, 2026
2026 ASB Annual Activity Report 2	April 30, 2027
2026 Statement of Income and Expenditures	June 30, 2027
Confirmation of filing of 2026 Audited Financials with Municipal Affairs	June 30, 2027
2027 ASB Annual Activity Report 3	April 30, 2028
2027 Statement of Income and Expenditures	June 30, 2028
Confirmation of filing of 2027 Audited Financials with Municipal Affairs	June 30, 2028
2028 ASB Annual Activity Report 4	April 30, 2029
2028 Statement of Income and Expenditures	June 30, 2029
Confirmation of filing of 2028 Audited Financials with Municipal Affairs	June 30, 2029
2029 ASB Annual Activity Report 5	April 30, 2030
2029 Statement of Income and Expenditures	June 30, 2030
Confirmation of filing of 2029 Audited Financials with Municipal Affairs	June 30, 2030

## Field Visits

The ASB Grant Program office conducts a minimum of 15 field visits every year. The purpose of these visits is to meet with the Agricultural Service Board and review their programs with them to ensure the ASB is meeting their responsibilities under the Acts designated to them.

The field visit typically consists of two parts: a meeting with the ASB members and a tour of the municipality. The meeting with the ASB members allows ASB program staff to gain a better understanding of the concerns and needs of the ASB. The tour allows the ASB program staff to review projects and programs that the ASB is conducting to meet their responsibilities under the ASB Act and the effectiveness of those programs. The projects and programs reviewed are based on the outcomes of the ASB Strategic Plan.

## Business Planning

Strategic planning is creating a vision of the future and managing towards that future.

Strategic planning is a process of determining what an organization intends to be in the future. An organization searches for the best possible future and then determines how to reach it. The purpose of the strategic plan is to provide a road map to guide the organization and the decisions it makes. The roadmap tells you, your staff, and the world how you expect your organization to achieve its stated objectives.



A strategic or business plan has often been defined as a comprehensive document that clearly describes how the organization tends to operate its business. It is the blueprint that sets you going towards your goals. It is an important communication tool that also details the financial strategy associated with achieving the goals of the organization. In contrast, operational planning is more detailed than a strategic or business plan as it focuses in on just the operations. An operational plan identifies how an organization will implement the business plan in a given year. An operational plan contains a breakdown of activities that supports business plan strategies and ongoing programs. Operational plans are also referred to as work plans where employees should see how their work connect to the organization's business plan.

Strategic business planning is creating a vision of the future and managing towards that future. It will focus the effort of your ASB and provide an effective process to align short-term decisions with long-term goals. It will also aid your ASB in responding to changing environments.

Strategic planning is a process all ASBs should go through every three years, coordinating with local government elections to:

- Set realistic goals of the board;
- Provide a road map to show where the ASB is going and how to get there;
- Develop better coordination of activities with stakeholders;
- Develop a frame of reference for budgets and short-range operating plans;
- Build commitment among key stakeholders;
- Identify and analyze issues affecting clients, stakeholders, and the industry;
- Recognize the impact current issues are having on the ASBs and how they affect the needed changes in direction to address them;
- Identify and analyze available opportunities and potential risks; and
- Develop better communications with those inside and outside the ASB.

It is important that the ASB members be completely involved in planning as this is the way in which, they as ASB members, give their input and as a result, take ownership of the plan that they create. Planning must be done on an ongoing basis and reviewed at least once per year by the ASB.

## Providing Input to Provincial Agriculture Policy

One of the primary responsibilities of an ASB is to offer constructive input to the process of developing provincial agricultural policy. There are several ways to provide input to the Minister of Agriculture.

- Individual ASB members can contact the Minister via telephone, letter or email;
- The ASB can request a meeting with the Minister or draft a letter to provide advice or discuss concerns;
- ASB can also initiate resolutions for the Minister's consideration; or
- ASBs can also communicate to the Minister via their regional representatives on the Provincial ASB Committee.

## The Resolution Process

Regional ASB meetings are held in each of the five agricultural areas in October or November. Resolutions that are presented and supported by the majority proceed in the following manner:

- Resolutions that are regional in scope are directed by the hosting ASB to the appropriate regional authority for response.

- Resolutions that are provincial in scope are forwarded to the ASB Provincial Committee for presentation at the Provincial ASB Conference.

The ASB Committee Provincial, which is comprised of elected ASB members from each of the five (Peace, Northwest, Northeast, Central, South) agricultural regions, meet in November to discuss, amend, and group similar resolutions in an appropriate sequence for presentation at the Provincial ASB Conference.

The Provincial ASB Conference will debate resolutions that were carried and sent forward from



the five regional conferences. The Provincial ASB Conference is usually held in late January or early February of the following year. The resolutions that are carried at this conference will then

be forwarded by the ASB Committee Provincial to the appropriate agency or department for a response.

These agencies and departments are asked to provide a response to the Provincial ASBs Committee by mid-April.

## ASB Provincial Committee

The Provincial ASB Committee was formed based on a recommendation from the review of the ASB Program in 2005.

The committee consists of:

- Five ASB voting representatives, generally one from each region;
- Director or executive member of the Rural Municipalities of Alberta (RMA);
- ASB Program Manager representing Alberta Agriculture;
- 1<sup>ST</sup> Vice-President, AAAF as Secretary; and
- Recording Secretary appointed by Alberta Agriculture at the request of the committee.

The purpose of the Provincial ASB Committee is to achieve a collective voice for ASBs across Alberta that would facilitate and represent both the diversity and the commonalities of ASBs. Through this collective voice, several additional objectives can be achieved, such as:

- Improved communication between ASB Program Manager and ASBs;
- Opportunity to represent ASBs at yearly ministerial meetings;
- Increase policy development capacity of provincial ASBs;
- Elevate significance of ASBs; and

- Work cooperatively with AAAF and RMA on agricultural issues.

The committee currently meets with the Minister twice per year to discuss the responses to the resolutions passed at the Provincial ASB Conference

## Appendix 1 - History of ASB Programming

### 1945-1950

- Focus on the control of new weeds such as wild mustard and Canada thistle to prevent spread. Efforts included plowing down infested fields and hand pulling.
- Increase awareness of soil conservation by dealing with erosion problems, which occurred as a result of the dry conditions in southern Alberta and the use of the plow.



### 1950-1960

- Roadside seeding and weed control to prevent weed spread onto adjacent farmland and to reduce roadside hazards.
- Tree planting and the establishment of shelterbelts to further increase soil conservation efforts.
- Forage seed distribution to encourage farmers to seed grass on lands susceptible to erosion.
- During this time, the County of Camrose became the first county to use a municipal seed cleaning plant to reduce weed seed content in seed grain. Following its success, Alberta Agriculture agreed to cost share the construction of seed cleaning plants in other municipalities.
- Initiation of the rat program within identified risk areas along the Alberta-Saskatchewan and Alberta-United States border.
- Development and implementation of livestock improvement programs for control of livestock diseases such as tuberculosis, bangs (*Brucellosis*), and warbles.
- Working with livestock owners on the control of predators such as coyotes.
- Implementation of a rabies control program.
- Agricultural equipment was made available to farmers on a rental basis.
- Development and implementation of drainage projects.

### **1960-1975**

- Use of hydro seeding for seeding and reclamation of roadsides.
- Increased role in plant disease control projects in 1966 with the Bacterial Ring Rot Program.
- Continued involvement with the control of insect pest outbreaks, such as the implementation of a special spray program for the Bertha Armyworm outbreak in canola crops.
- Demonstration projects for control of dryland salinity and improvement of solonetzic soils.

### **1975-1990**

- Pesticide container collection sites became common.
- Blackfly Program implemented in 1981 when blackflies were identified as a serious threat to cattle.

### **1990-2009**

- Variety of special projects such as fumigation of straw bales, clubroot awareness, etc.
- Environmental projects.
- Sustainable agriculture initiatives including support for Environmental Farm Plans and Alberta's Sustainable Canadian Agriculture Partnership Programs.
- Monitoring for various pests such as Fusarium, clubroot, and grasshoppers.
- Begin transition from awareness of weeds to invasive species.
- Global Positioning System (GPS) mapping of spraying.
- Implementation of a Wild Boar Program (2000).
- Awareness of the *Freedom of Information and Protection Privacy Act* (FOIP). Municipalities reviewed the Acts they enforce in relation to this Act.
- Age verification and premise identification.
- Cooperatively work with the Department of Agriculture to develop key contacts for all ASBs.

### **2010**

- Agricultural Service Board Grant and the Alberta Environmentally Sustainable Agriculture (AES) Grant merged.
- Crowsnest Pass becomes the 70<sup>th</sup> ASB to join the program.

### **2013**

- ASB Program received an additional \$1.0 million in funding.

## **2019**

- ASB Program review completed.

## **2020**

- ASB Program legislative funding reduced by \$3 million.
- ASBs Celebrate 75 years of service to Albertans.
- Resource Management Stream Funding replaces Environmental Stream.
- ASB grant cycle extended from 3 years (2017-2019) to a 5-year funding (2020-2024).

## **2021**

- Rat and Rabies Program merged with ASB Grant Program as a 3<sup>rd</sup> Stream.

## **2023**

- ASB Program legislative funding levels (\$3 million) are restored for the last 2 years of the 2020-2024 grant cycle.

## **2025**

- Department of Agriculture approves the renewal of the ASB grant program for another 5-year (2025-2029) cycle with the same funding levels as the last two years.
- ASB Celebrate 80 years of service to Albertans.
- Rat and Rabies Program now called Rat Control Program.

## **Funding History**

The history of ASB grant goes back to 1945 with 14 ASBs, each receiving \$1,000 per year with total amount totaling \$14,000. In 1999, the grant had reached \$5.0 million being distributed amongst 70 ASBs. In 2003, ASBs and the RMA (formerly known as the Alberta Association of Municipal Districts and Counties (AAMDC)) submitted resolutions requesting “an increase in the amount of the ASB grant funding”. To address the resolutions submitted by ASBs and RMA and to meet the request by the Standing Policy Committee on Agriculture and Municipal Affairs, a review of the level of funding and the ASB Program was undertaken by the Department of Agriculture. As a result of the review, the grant was more than doubled to \$10.4 million in 2005. The ASB grant was increased to \$12.2 million in 2012, the second year of the 2011-2013 grant cycle and an additional \$1.0 million to adjust for inflation. The total grant budget was increased to \$11.5 million for the following two grant cycles, 2014-16 and 2017-2019. In 2020, the grant cycle term increased from three to five years, 2020-2024, with funding reduced by \$3 million for the first

three years and restored in 2023 for the last two years. The total grant funding remains at \$11.5 million for the sixty-eight municipalities currently enrolled in the 2025-2029 grant cycle.

## Appendix 2 - Pros and Cons of Councilor vs Members-at-Large

There are advantages and disadvantages in operating an ASB with eligible members from each group. The following points offer the pros and cons of councilor vs member-at-large appointments to the board.

### Members-at-Large Appointments

Pros	Cons
<ul style="list-style-type: none"><li>Appointment of members-at-large to the ASB has the potential to diminish the possibility of council members dominating any proceedings and outcomes.</li><li>With the addition of members-at-large on the board, it may open doors for more and better communication and input from the local ratepayers.</li><li>Members-at-large are selected by council from the community to hold a voting position on the ASB. Council is able to select progressive, proactive people that can provide a strong agricultural presence and understanding.</li><li>It is also beneficial if the members-at-large selected by council consist of a cross-section of the agricultural community with respect to age, gender, areas of production, etc.. This diversity provides different perspectives on the state of agriculture in the community and the issues to be addressed by the ASB.</li><li>Generally, members-at-large tend to be less political in their involvement on the ASB.</li></ul>	<ul style="list-style-type: none"><li>Members-at-large may not see the “bigger picture” and may have the tendency to think in terms of the individual rather than the community.</li><li>It is often perceived that the appointed member may not have public accountability, as they are not elected representatives.</li></ul>



## Councilors Appointments

### Pros

- Council members on the ASB are generally familiar with process and policy of local government, which should improve the function and efficiency of the ASB.
- Council members on the ASB also reside on the municipal board, which has the potential to improve the expediency to pass resolutions, approve budgets and programs, and deal with issues.
- It is often perceived that the councilor will be more accountable to the public as they were elected and; therefore, have a responsibility to the ratepayers.
- Generally, councilors are able to see the “bigger picture” and address issues from a community perspective

### Cons

- Councilors may not be as effective in identifying implications at the individual producer level.
- Unfortunately, as members of the municipal board, councilors may bring external politics into ASB meetings.
- Councilors as members of the local government may also have their own political agendas.



# Appendix 3 - Regional ASB Conference Resolutions Rules of Procedure

*Approved: January 18, 2023*

## Regional Agricultural Service Board Conference Resolutions Rules of Procedure

**Purpose:** The purpose of this procedure is to formalize the parameters involved for the resolution process used by the Regional Resolution Committee (RRC). It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

**Scope:** As a method of deriving member direction, the resolution process is fundamental to informing the Agricultural Service Board's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

### 1. Regional Resolution Committee

- a. Shall consist of:
  - i. A representative or alternate elected at the Regional Conference to sit on the ASB Provincial Committee and to act as the Chairman of the Regional Resolutions Committee.
  - ii. The Agricultural Fieldman or their designate who must be an Association of Alberta Agricultural Fieldmen (AAAF) member from the hosting Agricultural Service Board as Secretary.
  - iii. The Regional Director of AAAF.
  - iv. An Agricultural Service Board member from the hosting Board selected by that Board.
  - v. An Agricultural Service Board member from the ASB hosting the Regional ASB Conference in the following year, or the alternate ASBPC Regional Representative.
  - vi. The ASB Grant Program Manager representing the Ministry that has the agriculture portfolio or their designate.
- b. The representative and alternate elected at the Regional Conference to sit on the ASB Provincial Committee shall be an elected or appointed member of an ASB in that region.
- c. Election of the representative and alternate shall take place at the beginning of the Resolution session in odd numbered years at each ASB Regional Conference, term of office to be two years. The representative (or alternate) shall assume the chair immediately following the conclusion of the resolution session.

### 2. Responsibilities of Regional Resolution Committee Members

- a. The Chairman shall:
  - i. Chair Regional Resolutions Committee meetings
  - ii. Chair the presentation of Resolutions at the Regional Conference
  - iii. Attend all ASB Provincial Committee meetings
  - iv. Assist in presenting Resolutions at the Provincial Conference
- b. The Secretary shall:

REGIONAL RULES OF PROCEDURE - 1

- i. Advise Agricultural Service Boards that Resolutions must be forwarded four weeks prior to the Regional Conference
- ii. In conjunction with the Regional Resolutions Committee, review, seek clarification if necessary, compile, and distribute resolutions to Agricultural Service Boards in the Region, at least one week prior to the Regional Conference
- iii. Record proceedings of Regional Resolutions Committee meetings, and the presentation and voting on resolutions at the Regional Conference
- iv. Forward all approved resolutions to the ASB Provincial Committee Secretary.

- c. All other members shall:
  - i. Assist with presentation of resolutions at the Regional Conference
- d. All costs incurred by the members of the committee for attending meetings will be reimbursed by each individual member's employer.

### **3. Resolutions**

- a. Resolutions shall be submitted in an approved format and shall follow the procedures for selecting, preparing and drafting resolutions as set out in Appendix "A" attached to this document.
- b. Resolutions, regional or provincial in scope, and having been passed by a majority at a local Agricultural Service Board meeting shall be forwarded to the Secretary of the Regional Resolutions Committee four weeks prior to the Regional Conference.
- c. Late resolutions must be either:
  - i. Submitted to the Regional Conference with sufficient copies for all voting delegates and attendants (approximately 125); or
  - ii. Be displayed in a manner that all persons are able to review the resolutions, for example, projected on a screen for all to read.
- d. Late resolutions must be accepted by a simple majority of the assembly.

### **4. Procedures**

- a. Resolutions submitted to the Regional Conference shall be handled in the numerical order assigned by the Chairman unless 3/5 of the voting delegates on the floor agree to accept a resolution out of numerical order.
- b. Each resolution must have a Mover and a Seconder.
- c. Only the "Therefore Be It Resolved" section will be read.
- d. The Chairman shall call on the Mover and Seconder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
  - i. If there is no one to speak in opposition, the question shall be called
  - ii. If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Seconder to speak to the resolution before the debate is closed
- e. Anyone wishing to amend a resolution must then speak to the resolutions as written, or anyone wishing clarification must speak up. All amendments must have a Mover and Seconder.
- f. The Committee requests the submission of proposed amendments prior to the resolution session for administrative ease.

- g. Only one amendment will be accepted at a time and only one amendment to the amendment is permitted at a time.
- h. The Chairman has the discretion to request a written amendment.
- i. The Mover and Seconder are allowed five minutes in total to speak to the resolution or amendment. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.
- j. The Mover and Seconder have the right to close the debate and a maximum of two minutes each will be allowed for this.
- k. All other speakers, for or against the resolution, are allowed a maximum of two minutes.

## 5. Voting and Speaking

- a. Voting members of Agricultural Service Boards/Agricultural Committees shall be recognized voters on any resolution.
  - i. In the South Region, each ASB shall select two voting delegates to the Regional Conference who shall display the voting credentials and be recognized voters on any resolution (October 1997).
  - ii. In the Peace Region, each ASB shall select two voting delegates to the Regional Conference who shall display voting credentials and be recognized voters on any resolution (ratified by ASB Provincial Committee November 2016).
- b. An Agricultural Service Board member may have any person speak to a resolution by their request.
- c. All resolutions are passed or defeated by simple majority.

## 6. Procedures for Approved Resolutions

- a. Secretaries of the Regional Resolutions Committee shall:
  - i. Submit Regional Resolutions to the appropriate agencies as soon as possible following the Regional Conference.
  - ii. Regional Resolutions shall also be submitted to the Provincial ASB Committee for information.
- b. Submit Provincial Resolutions to the ASB Provincial Committee Secretary within five working days of the Regional Conference.

## 7. Amendments to the Regional Rules of Procedure

- a. An amendment to Regional Rules of Procedure may be initiated by simple motion from:
  - i. The ASB Provincial Committee
  - ii. Any Voting Delegate at the ASB Provincial Conference
  - iii. The Regional Resolutions Committee if the proposed amendment were to affect only that Regional, subject to ratification by the ASB Provincial Committee
  - iv. Any Voting Delegate at a Regional Conference if the proposed amendment were to affect only that region, subject to ratification by the ASB Provincial Committee.

*Approved: January 18, 2023*

- b. Amendments must be accepted by a simple majority of all voting delegates at the Provincial ASB Conference.
- c. Amendments that are carried will take effect at the next Regional Conference.

#### REGIONAL RULES OF PROCEDURE - 4

## APPENDIX "A" – AGRICULTURAL SERVICE BOARDS

### **REGIONAL PROCEDURES FOR SELECTING, PREPARING AND WRITING RESOLUTIONS**

1. Well in advance of the regional conference, discuss as a board the concerns of your farmers. Determine the factors affecting their economic well-being as well as those limiting their capability to maintain or improve agricultural production.
2. Make a list of concerns and rate each as to its level of importance.
3. Divide your concerns into the following categories:
  - a. Local Concerns
    - i. Concerns that are local in nature.
    - ii. Your board has the authority and capability to deal with these concerns. If local or provincial finances are available you may wish to initiate programs or projects or policy to satisfy these concerns.
  - b. Regional Concerns
    - i. Concerns that are regional in nature.
    - ii. You have the authority and capability to deal with these concerns but wish to request the support (cooperative action) of bordering Agricultural Service Boards, government departments or other agencies. Note: These concerns may be taken to the regional conference with a request for action at the regional level. e.g. You may be concerned about scentless chamomile, its movement and spread in hay, crop seed in the region, etc. You would like the support of all boards in the region as well as government agencies in slowing down spread and in working towards common objectives. If such a resolution was passed at the regional conference, your regional resolutions would forward the request for support to all boards in the region plus the appropriate government agency.
  - c. Provincial Concerns
    - i. Concerns that are provincial in nature.
    - ii. In order to deal with these concerns at the local level, you require a change in provincial policy. Note: When writing your resolutions make certain you do not ask the province to do something that you already have authority at the local level to do. Because most concerns will ultimately need to be dealt with locally, ask for a change in provincial policy that would enable you as a board to take the necessary action. Resolutions that are provincial in scope, if passed by the regional conference, could be forwarded to the provincial conference for action.
4. Conduct some research on your regional and provincial concerns to:
  - a. Ensure that these concerns were not submitted as resolutions previously and that action has already been taken regionally or provincially.
  - b. Check with those agencies that you expect to respond to your concern (resolution). Determine if they are aware of the need and whether any action is being considered.
  - c. Obtain sufficient background information to be able to write and defend your resolution.
5. Write your resolutions with sufficient "whereas" statements to ensure that those reading the resolution will be able to understand your request.
  - a. All "whereas" statements should relate specifically to your request.

### REGIONAL RULES OF PROCEDURE - 5

## APPENDIX "A" – AGRICULTURAL SERVICE BOARDS

- b. Resolutions need to be presented with only one "Therefore Be It Resolved" statement.
  - i. If other closely related requests are required in the resolution, it may be appropriate to add no more than two 'Further Therefore Be It Resolved' statements.
  - ii. If you wish to make additional requests for action, it is appropriate to write another resolution.
6. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.
7. The resolution shall be presented in the approved format as indicated on the following page.

REGIONAL RULES OF PROCEDURE - 6

## Regional Resolutions Format

### RESOLUTION XX TITLE

**WHEREAS** insert your words here.....;

**WHEREAS** insert your words here.....;

**WHEREAS** insert your words here.....;

### THEREFORE BE IT RESOLVED THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST

(Insert your words here. Be concise and specific. Outline clearly WHO you want to do WHAT specifically. Think about the letters that will be written to address this resolution, who do they need to be written to and what is your request. What is the intended result that you hope to achieve.)

**SPONSORED BY:** (name of sponsoring municipality)

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**STATUS:** (Local, Regional or Provincial?)

**DEPARTMENT:** (which government ministries, programs or departments will be contacted to address this resolution?)

### BACKGROUND INFORMATION

(Your words here. Background information should include the history of the issue, potential impacts for the sponsoring municipality and the province wide impacts for the municipalities. Previous related resolutions can help with the background information. It is always good to align and build on past resolutions. Be sure to list any attached supporting documents)

# Appendix 4 – Provincial ASB Committee Rules of Procedure

*Approved: January 18, 2023*

## Provincial Agricultural Service Board Conference Resolutions Rules of Procedure

**Purpose:** The purpose of this procedure is to formalize the parameters involved for the resolution process used by the Provincial Resolution Committee (PRC). It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

**Scope:** As a method of deriving member direction, the resolution process is fundamental to informing the Agricultural Service Board's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

### **1) Provincial Resolution Committee (PRC)**

- a) Shall consist of members of the Agricultural Service Board Provincial Committee (ASBPC) Specifically:
  - i) Five Regional Committee
  - ii) Director or executive member of Rural Municipalities of Alberta (RMA)
  - iii) First Vice President of the Association of Alberta Agricultural Fieldmen (AAAF) as Secretary
  - iv) Manager of the ASB Grant Program representing Alberta Agriculture and Forestry (AF)
  - v) ASBPC Executive Assistant

### **2) Responsibilities of Provincial Resolution Committee Members**

- a) Chairman
  - i) Chairman of the ASBPC shall chair the presentation of Resolutions at the Provincial Conference
  - ii) Present a report card on previous years' resolutions
- b) Secretary
  - i) Receive resolutions from Regional Conferences within five working days of each conference
  - ii) Provide copies of draft Provincial resolutions to ASBPC
  - iii) Provide copies of approved Provincial resolutions to each ASB by December 1 of each year
  - iv) Record proceedings of Provincial ASB Conference Resolution Session(s)
  - v) Maintain minutes from Provincial ASB Conference
- c) Manager ASB Grant Program
  - i) Time speakers to ensure each ASB member has adequate time to speak to the resolution

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Provincial ASB Conference Rules of Procedure Page 1

- ii) Provide support to the Chair, Secretary and Executive Assistant
- d) Executive Assistant
  - i) Provide support to the Chair and Secretary
  - ii) Ensure resolutions are in appropriate format
- e) All other members shall:
  - i) Assist with presentation of resolutions at the Provincial Conference
- f) All costs incurred by the members of the committee for attending meetings will be reimbursed by each individual member's employer

### 3) Authority

- a) The PRC, in its' entirety, has authority to review Provincial resolutions
- b) The PRC's authority include:
  - i) Request clarification on resolution(s) from the sponsoring ASB(s)
  - ii) Modify resolution(s) from the sponsoring ASB(s) in terms of wording etc. to:
    - (1) Amend the title, grammar, wording or format of the resolution provided it does not change the intent.
    - (2) Provide comments on each resolution with regards to the background.
  - iii) Amalgamate two or more resolutions between jurisdictions if several resolutions are of similar topic and content after consultation of the sponsoring ASB(s).
  - iv) Divide a resolution with multiple proposal of action into separate resolutions
  - v) Request withdrawal of a resolution if the resolution:
    - (1) Has no bearing whatsoever with the agriculture industry
    - (2) Has been resolved prior to the resolution screening meeting, or
    - (3) Has been covered by another resolution
  - vi) Inform the sponsoring ASB(s) when the resolution will be changed by amalgamation or division, or how it materially changes or contradicts a current ASB position.
  - vii) Inform the membership, at the conference resolution session, when the resolution was amalgamated or divided or how it will materially change or contradict a current ASB position.
  - viii) Notify the sponsoring ASB(s) of any deficiencies in meeting the guidelines of resolutions as outlined in this policy.
- c) Determine order that resolutions will be presented
  - i) In the event of receipt by the Committee of two or more contradictory resolutions, the Committee will order the resolutions in such fashion that the contradictory resolutions are presented consecutively
  - ii) If the first of the resolutions is passed, the contradicting resolution(s) will be deemed defeated, and will not subsequently be brought to the floor

- iii) If the first resolution is defeated, the contradictory resolution(s) will be brought to the floor of the conference for consideration
- d) Resolutions passed at an ASB Provincial Conference will be advocated on for a period of three years from the date of approval. A list of expiring resolutions will be placed in the report card annually.
  - i) If an ASB wishes the resolution to remain active, the resolution must be brought forward for approval again at the next ASB Provincial Conference
  - ii) Only resolutions from the previous two years will be reported on in the annual Report Card on the Resolutions
- e) The ASBPC may provide annual training on the resolutions policy for all committee members.
- f) A parliamentarian may be engaged to support the chair during the Resolutions Session. The parliamentarian shall be appointed by the ASBPC.
- g) The ASBPC shall have power to rank the resolutions per their relative importance thus determining the order paper.

#### **4) Resolutions**

- a) Provincial Resolutions
  - i) Resolutions Provincial in scope and having been passed by simple majority at a Regional Conference shall be submitted to the Secretary of the ASBPC within five working days of the Regional Conference. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and province-wide impacts for municipalities.
  - ii) After resolutions Provincial in scope are received by the ASBPC Secretary, the PRC will meet to review them.
  - iii) The PRC shall forward resolutions to each ASB by December 1 each year. Each ASB shall provide sufficient copies for their delegates and staff. Hard copies and/or digital copies of Provincial resolutions will be included in the Provincial Conference package available at registration.
- b) ASBPC Endorsed Resolutions
  - i) Board endorsed resolutions are those submitted by the ASBPC. These resolutions may be brought forth to allow the conference delegates to amend or endorse a position or an action proposed by the ASBPC in a timely fashion. Board endorsed resolutions shall follow the provincial resolution timeline.
- c) Regional Resolutions
  - i) Resolutions that are Regional in nature and that have been passed by a Regional Conference shall be sent by the Secretary of the Regional Resolutions Committee to whomever they are directed to for reply and a copy of the resolution and resolution response sent to the ASBPC for information only.
- d) Emergent Resolutions

- i) A resolution received by the ASBPC that was not presented and voted on at a Regional ASB Conference may be considered by the Committee as a potential Emergent Resolution. It may be recommended for acceptance by the PRC if the resolution is deemed an emergency issue of provincial significance regarding Agricultural Legislation or Agriculture Policy that has arisen since the Regional ASB Conferences, or if the sponsoring ASB can justify to the Committee why the resolution did not come to the floor of a Regional Conference.
- ii) If a resolution is denied Emergent status by the PRC, the sponsoring ASB may appeal this ruling through the Chair to the floor of the Provincial ASB Conference Resolution Session, where it may be reconsidered as Emergent at the pleasure of the Voting ASB Conference Delegates. The vote for acceptance of an appealed Emergent Resolution must be carried by a 3/5 majority of voting Provincial ASB Conference delegates.
- iii) Sufficient copies of resolutions accepted as Emergent must be made available by the sponsoring ASB to all conference delegates.
- iv) Emergent Resolutions must be submitted to the Secretary of the ASBPC 24 hours prior to the start of the Provincial Conference.

## 5) Procedures

- a) Approved Provincial Resolutions
  - i) Resolutions approved for debate at the Provincial Conference by the PRC shall be handled in numerical order as recommended by the committee unless 3/5 of the voting delegates on the convention floor agree to accept a resolution out of that numerical order.
  - ii) Each resolution must have a Mover and a Seconder
  - iii) Only the "Therefore Be It Resolved" section will be read
  - iv) The Chairman shall call on the Mover and Seconder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
    - (1) If there is no one to speak in opposition, the question shall be called
    - (2) If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Seconder to speak to the resolution before the debate is closed
  - v) Anyone wishing to amend a resolution must then speak to the resolution as written, or anyone wishing clarification must speak up. All amendments must have a Mover and a Seconder. The Committee requests the submission of proposed amendments prior to the resolution session for administrative ease
  - vi) Only one amendment will be accepted at a time, and only one amendment to the amendment is permitted at a time.
  - vii) The Chairman has the discretion to request a written amendment.
  - viii) The Mover and Seconder are allowed five minutes in total to speak to the resolution or amendment. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.

- ix) The Mover and Seconder have the right to close the debate and a maximum of two minutes each will be allowed for this.
- x) All other speakers, for or against the resolution, are allowed a maximum of two minutes.
- b) Emergent Resolutions
  - i) Resolutions approved as Emergent according to Section 4 shall be dealt with last.
  - ii) Chair will advise delegates of the ASB Committee comments with respect to recommending the resolution as emergent.
  - iii) Chair will ask delegates if they wish to accept the resolution for debate.
    - (1) A mover and seconder are required to put a motion on the floor to accept the resolution for debate as emergent.
    - (2) Delegates have the right to speak to the motion regarding whether to accept the emergent resolution for debate.
  - iv) A mover has the right to close debate.
  - v) Chair will call the question.
  - vi) 3/5 majority required for acceptance of the resolution as emergent
  - vii) If accepted as an emergent resolution, follow procedure for Provincial Resolutions (Section 5a)

## 6) Voting and Speaking

- a) Two delegates from each municipality's ASB at the conference shall be recognized voters on any resolution.
- b) An Agricultural Service Board member may have any person speak to a resolution by their request.
- c) All Resolutions are passed or defeated by simple majority except where a change to legislation is asked for or acceptance of an emergent resolutions for debate, when a 3/5 majority is required.

## 7) Procedures for Approved Resolutions

- a) Secretary of the ASBPC shall submit approved resolutions to the PRC members.
- b) Executive Assistant and Secretary of the ASBPC will submit resolutions to appropriate agencies and organizations for response.
  - i) Responses will be compiled, returned to the Secretary for distribution to the ASBPC and individual ASBs, and posted electronically.
- c) Chairman of the ASBPC shall:
  - i) Hold a committee meeting to review and discuss responses to resolutions.
  - ii) Request a committee meeting with RMA Executive.
  - iii) Request a committee meeting with the Resource Stewardship Committee to discuss or clarify resolution responses if deemed necessary.
  - iv) Request a committee meeting with the Ministers of appropriate ministries to discuss resolution responses if deemed necessary.

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- v) Direct the ASBPC to prepare and circulate a Resolutions Report Card itemizing actions that have been undertaken by the Committee in response to resolutions passed at previous conference.

## **8) Roberts Rules of Order**

- a) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the procedure of the Resolutions Committee in all cases for which they are applicable, except if the rules are not consistent with the Provincial ASB Conference Rules of Procedure. The Provincial ASB Conference Rules of Procedure will take precedence. Attached are example excerpts from Robert's Rules of Order that apply directly to the Resolution Process.

## **9) Amendments to Provincial Rules of Procedure**

- a) An amendment to these Rules of Procedure may be made by a simple motion from:
  - i) The ASBPC, or,
  - ii) Any voting delegate at the conference
- b) Amendments must be accepted by a simple majority of all voting delegates at the Provincial ASB Conference
- c) Amendments that are "Carried" will take effect at the next Provincial ASB Conference

## **10) ASB Provincial Committee Fees**

- a) The Association of Alberta Agricultural Fieldmen will collect approved fees on behalf of the Agricultural Service Board (ASB) Provincial Committee to supports the costs of the Committee.
- b) The recommended fee will be based on financial need and will be approved at the Provincial ASB Conference. Billing to all municipalities with Agricultural Service Boards the following year.
- c) Voting on the value of the fee will take place at the Provincial ASB Conference. The two municipal delegates at the conference from each municipality will vote on the value of the fees and must be accepted by a simple majority.

## ROBERT'S RULES OF ORDER – EXCERPTS & CLARIFICATION OF PROCESSES

The ASBPC offers the following excerpts from Robert's Rules of Order as well as a few other suggestions for clarification of the resolution process. The intent is for the entire assembly to have a clearer understanding of the rules of procedure for each member to participate to the fullest extent.

### MOTIONS & RESOLUTIONS

- A motion is a proposal that the assembly take certain action, or that it expresses itself as holding certain views.
- It is made by a member obtaining the floor and saying, "I move that," and then stating the action he proposes to have taken.
- Thus, a member "moves" that a resolution be adopted, or amended, or referred to a committee, or that a vote of thanks be extended, etc.

### HANDLING OF A MOTION

#### What precedes a debate?

- Before any subject is open to debate it is necessary for the following 3 actions to occur.
  1. A motion is made by a member who has obtained the floor.
  2. The motion is seconded (with certain exceptions).
  3. The question is stated by the chair.
- The chair must either rule the motion out of order or state the question on it so that the assembly may know what is before them for consideration and action, that is, what is the *immediately pending question*.

#### Stating of the question by the chair:

- When the motion that is in order has been made and seconded, it is the duty of the chair to formally place it before the assembly by "**stating the question**"; that is, he states the exact question that is before the assembly for its consideration and action.
  - For example, in the case of a resolution, the chair may state the question by saying, "It is moved and seconded to adopt the following resolution".
- Until the chair states the question,
  - the mover has the right to modify his motion/resolution as he pleases, or to withdraw it entirely.
  - when the mover modifies his motion, the seconder has a right to withdraw his second.
- After the question has been stated by the chair, the motion becomes the property of the assembly,
  - the maker can not modify or withdraw his motion/resolution without the assembly's consent.
- While the motion is pending or being debated,
  - the assembly can change the wording of the motion by the process of amendment.

### Debate

- After the chair states a question, it is before the assembly for consideration, debate, and action.
- No member should speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- Any member who wished to force an end to debate (prior to the chair) must first obtain the floor by being recognized to speak by the chair. Once the member has obtained the floor he must then move to "*Call or put the Question (before the assembly)*". This motion must be seconded and adopted by unanimous consent.
- All resolutions, reports of committees, communications to the assembly, and all amendments proposed to them, and all other before final action is taken on them (unless by a two-thirds vote the assembly decides to dispose of them without debate). debatable motions may be debated

### Modifying a Motion

- A motion can be modified or amended after the chair states the question.
- **Friendly amendments** will only be considered for punctuation or spelling corrections.
  - As the chair would already have stated the motion, it is now the property of the assembly and therefore the chair will ask the assembly if there are any objections.
  - If no objection is made, the chair will declare the amendment adopted.
  - If even one member objects (which includes the mover and seconder), the amendment is subject to debate and votes like any other amendment.
- The chair will determine if ***an amendment is germane***.
  - An amendment must be germane to be in order.
  - To be germane, an amendment must in some way involve the same question raised by the motion to which it is applied.
  - An amendment cannot introduce an independent question.
  - An amendment can be hostile to, or even defeat the spirit of the original motion and still be germane.

### Putting the Question and Announcing the Vote:

- When the debate appears to have closed, the chair asks,
  - "Are you ready for the question?" If no one rises he proceeds to ***put the question*** – or to take the vote on the question.
- In putting the question, the chair should make perfectly clear what the question is that the assembly is to decide.
  - For example, "The question is on amending the resolution by [insert amendment]. Those in favor of the amendment, etc. The question is now on the resolution as amended, which is as follows [read resolution as amended]. Are you ready for the question?"

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- The vote should always be announced, as it is a necessary part of putting the question. The vote does not go into effect until announced.
- If a vote is too close to call, a standing vote will be required. Voting delegates are to remain standing while the count is taken. The Chair will indicate when to sit once the vote is counted.

#### REQUEST FOR PERMISSION TO WITHDRAW OR MODIFY A MOTION

- Conditions for withdrawing or modifying a motion depend upon how soon the mover states his wish to withdraw or modify it.
  - Before a motion has been stated by the chair, it is the property of its mover, who can withdraw it or modify it without asking the consent of anyone. Thus, in the brief interval between the making of a motion and the time when the chair places it before the assembly by stating it, the maker can withdraw it.
  - After a motion has been stated by the chair, the mover requires permission from the assembly to withdraw or modify a motion.

#### SECONDING A MOTION

- A motion is seconded by a member saying, "I second the motion," or "I second it."
  - Members seconding a motion are also required to stand and identify themselves. This is especially important in large assemblies where non-members are scattered throughout the assembly.

*"The assembly rules – they have the final say on everything!" (Robert's Rules of Order)*

*"Silence means consent!" (Robert's Rules of Order)*

Note: Content is taken from Robert's Rules of Order as well as clarification of processes suggested by the ASBPC.

## Appendix A

### Resolution Writing Guidelines

1. Resolutions must address a topic of concern that is relevant to municipalities on a provincial or federal basis.
2. The title must provide a clear indication of the resolution's intent.
3. The preamble must provide clear, brief, factual context for the operative clause.
4. The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to.
5. Resolutions must be accompanied by background information outlining the following where appropriate:
  - a. The history of the issue,
  - b. Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
  - c. Past or current advocacy efforts by the ASB or other organizations,
  - d. Recent incidents or developments,
  - e. Specific legislation linkages, and
  - f. Other stakeholders with a vested interest.
6. Resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background and shall be in the form:

### RESOLUTION XX

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**TITLE**

**WHEREAS** insert your words here.....;

**WHEREAS** insert your words here.....;

**WHEREAS** insert your words here.....;

**THEREFORE BE IT RESOLVED**  
**THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST**

(Insert your words here. Be concise and specific. Outline clearly WHO you want to do WHAT specifically. Think about the letters that will be written to address this resolution, who do they need to be written to and what is your request. What is the intended result that you hope to achieve.)

**SPONSORED BY:** (name of sponsoring municipality)

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**STATUS:** (Local, Regional or Provincial?)

**DEPARTMENT:** (which government ministries, programs or departments will be contacted to address this resolution?)

**BACKGROUND INFORMATION**

(Your words here. Background information should include the history of the issue, potential impacts for the sponsoring municipality and the province wide impacts for the municipalities. Previous related resolutions can help with the background information. It is always good to align and build on past resolutions. Be sure to list any attached supporting documents)