



**BIRCH HILLS COUNTY
BY-LAW 2016-13
AGRICULTURE SERVICE BOARD BYLAW**

BY-LAW # 2016-13

**BIRCH HILLS COUNTY
AGRICULTURE SERVICE BOARD**

Bylaw No. 2016-13

A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN AGRICULTURE SERVICE BOARD AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT BOARD.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorize Council to pass Bylaws relating to the establishment and function of Council Committees and other bodies;

AND WHEREAS, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

NOW THEREFORE WITH THE AUTHORITY AND UNDER THE PROVISION OF "THE AGRICULTURAL SERVICE BOARD ACT", BEING CHAPTER A-10, 2000, THE MUNICIPAL COUNCIL OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:

PART I: BYLAW TITLE

- 1.1. This Bylaw shall be known as the "Agricultural Service Board Bylaw".

PART II: DEFINITIONS

- 2.1. "Act" means the *Agricultural Service Board Act*, Revised Statutes of Alberta 2000, Chapter A-10 and amendments.
- 2.2. "Chief Administrative Officer" or CAO means the person appointed to the position of Chief Administrative Officer by Council.
- 2.3. "Council" means the Council of Birch Hills County.
- 2.4. The "County" means "Birch Hills County".
- 2.5. "A.S.B." means the Agricultural Service Board
- 2.6. "Board" means the Agricultural Service Board.
- 2.7. "DOA" is the Director of Agriculture, who is appointed by Council as the *Agriculture Fieldman* annually at the organizational meeting. One may be referred to as the other.

PART III: APPOINTMENT, TERMS AND CONDITIONS

- 3.1 The Agricultural Service Board is hereby established.
- 3.2 The A.S.B. shall consist of:

- 3.2.1 Seven (7) Councillors, all as voting members for a term of four (4) years between elections;
- 3.2.2 The Agricultural Fieldman.
- 3.3 The Chairperson shall be appointed by Council at the annual *Organizational meeting* and Vice chairperson will be selected from the voting members by the ASB annually at the first meeting following Council's organizational meeting;
- 3.4 Approved expenditures for voting members will be paid in accordance with Birch Hills County's policies;
- 3.5 The Agricultural Fieldman is a non-voting member.

PART IV: AUTHORITY

- 4.1 The ASB is a Committee of Council and only has the authority to recommend action for Council consideration;
- 4.2 The ASB is a forum for discussion;
- 4.3 The ASB shall:
 - 4.3.1 Follow and comply with the *Act*;
 - 4.3.2 Provide advice and direction for the Agricultural Fieldman;
 - 4.3.3 Review, evaluate, develop, and prioritize projects;
 - 4.3.4 Prepare the ASB Budget annually, for Council consideration;
 - 4.3.5 Submit recommended policies and policy revisions, for Council consideration, to ensure policies are current and meet the needs of the County; and
 - 4.3.6 Annually submit a summary of the activities of the preceding year, for Council information.

PART V: ADMINISTRATIVE DUTIES

- 5.1 In order to carry out the responsibilities of the Agriculture Service Board, administration must:
 - 5.1.1 Ensure that the ASB meets three (3) to five (5) times per year;
 - 5.1.2 Record and keep minutes for every meeting;
 - 5.1.3 Meetings must comply with the County's "Procedural Bylaw" #2014-06;
 - 5.1.4 Ensure operations are in accordance with the *Act*;
 - 5.1.5 Ensure all financial aspects pertaining to the *Agriculture Service Board*, including but not limited to, expense claims, mileage, fundraising and budgeting is administered as per County Policy (if applicable) and the *ASB Act*.

PART VI: SEVERABILITY

- 6.1 Ultimately the *Agricultural Service Board Act* shall supersede this Bylaw and this Bylaw shall be used generally as provision for the establishment and guide for the Agriculture Service Board, using the *Agricultural service board Act* as the main source of governance.

- 6.2 If at any time any provision of this Bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of this Bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

PART VII: REPEAL

- 7.1 Any Agriculture Service Board Bylaws are hereby repealed.

PART VIII: ENACTMENT

- 8.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a first time this 10th day of November, 2016

READ a second time this 10th day of November, 2016

READ a third time this 10th day of November, 2016

Signed this 10th day of November, 2016



Reeve
Marvin Doran



Chief Administrative Officer
Hermann Minderlein