

● **Agricultural Service Board**

● **Provincial Committee**

Terms of Reference

March 12, 2021

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1. Background/Context

The Agricultural Service Board (ASB) Provincial Committee was formed in 2005. The ASB Program underwent an extensive review in 2004 and one of the recommendations that came forward was that there was a need to establish a committee to meet with the Minister of Agriculture and Forestry (AF) on an annual basis to review the responses to the resolutions brought forward at the annual ASB Provincial Conference and discuss other matters of concern to ASBs. This recommendation was accepted and the members of the ASB Provincial Resolutions Committee formed the new ASB Provincial Committee.

This Committee has met at least annually with the Minister since 2005 and is now recognized as a valuable resource to AF regarding matters impacting rural municipalities. The Committee now tries to meet with the Minister twice annually to discuss the resolutions and other matters of concern and has been consulted on the development of key initiatives within AF in recent years.

1.1. Purpose

The purpose of the ASB Provincial Committee is to achieve a collective voice for Agricultural Service Boards across Alberta that would facilitate and represent both the diversity and commonalities of ASBs. Through this collective voice, additional objectives can be achieved such as: better information and stronger communication back to ASBs about current issues and government policy direction and a regional representative voice that AF may call upon for input during policy or program review and development.

1.2. Scope

“IN” Scope	“OUT” of Scope
Provide advice and recommendations to ASBs and AF	Make decisions for ASBs and AF
Increase communication between ASBs and AF (ASB Program Manager)	
Represent views of all ASBs at ministerial and department meetings	
Elevate the significance of ASBs	
Work cooperatively with AF, RMA, AAAF and other organizations on agricultural issues	
Increase the policy development capacity of ASBs	
Review and approve resolutions passed at Regional ASB Meetings for debate at the Provincial ASB Conference	To change the intent of a resolution or request the withdrawal of a resolution if it does not meet the criteria outlined in the Provincial Rules of Procedure.
Set the order of debate for approved resolutions	

1.3. Authority

The Committee has authority to request meetings with the Minister of Agriculture and Forestry (AF) on a semi-annual basis or as needed to discuss the responses to the resolutions and other items of mutual concern. They may also request meetings with senior staff of various AF departments, Ministers from other GoA ministries and other government committees, such as the Rural Development Committee, as needed to discuss issues related to resolution responses and other issues relevant to ASBs.

The Committee has authority to review and approve resolutions received from the Regional Meetings for debate at the ASB Provincial Conference and to set the order of debate for approved resolutions at the ASB Provincial Conference. This may include requesting clarification from the sponsoring ASB regarding wording or intent, amalgamating resolutions similar in nature or requesting the withdrawal of the resolution.

The Committee has authority to hire an Executive Assistant, contingent on need and availability of funding.

2. Roles & Responsibilities of the Committee

2.1. Role of the ASB Provincial Committee

The ASB Provincial Committee is an advisory committee to the ASBs throughout the province and Alberta Agriculture and Forestry. The Committee:

- Represents the ASBs across the province
- Consults with the Minister and AF on provincial programs and projects
- Meets with the Minister semi-annually or as needed to discuss the resolution responses and other items of mutual concern
- Reviews and approves resolutions for debate at the annual ASB Provincial Conference
- Communicates with ASB members regarding issues discussed with the Minister and AF.
- Represents ASBs on various government and non-government committees. Examples of current committees that Provincial Committee members represent ASBs on are the Fusarium Action Committee, Alberta Weed Advisory Committee, and Clubroot Action Committee.

2.2. Responsibilities of the ASB Provincial Committee

The ASB Provincial Committee responsibilities include:

2.2.1. Review, approve and set the order of resolutions for debate at the ASB Provincial Conference as outlined in the Rules of Procedure for Regional and Provincial Conferences.

2.2.2. Meeting with the Minister of AF and other Ministries as required

The Committee will request to meet with the Minister semi-annually or as needed. One meeting may be scheduled during the ASB Provincial Conference in January and the other meeting during the summer months. The purpose of these meetings will be to discuss the resolution responses and emergent issues and concerns related to agriculture.

2.2.3. Encourage timely responses to the Provincial ASB Resolutions

2.2.4. Meeting with the Legislative Policy Committee on Alberta's Economic Future.

- The Committee may request an annual meeting with the Legislative Policy Committee on Alberta's Economic Future. The purpose of these meetings would be to provide input and direction to agricultural policy for the Province.

2.2.5. Communication with the AF ASB Program Manager

The Committee shall encourage good communication with the Manager of the ASB Grant Program. This will encourage exchange of information, provide direction and input on departmental initiatives, facilitate program accountability, and provide a representative view of ASBs.

2.2.6 Meeting with Rural Municipalities of Alberta (RMA)

The Committee will meet at least annually with the RMA Board to discuss common resolutions and other matters of mutual concern. One meeting will be scheduled in the winter during the ASB Provincial Conference with others as needed.

2.2.7 Raise profile of ASBs and their role in province

2.2.8 Meeting with AAAF

3. Membership & Roles of Individual Committee Members

3.1. Membership

The membership of the Committee shall consist of:

- Five regional representatives elected at the Regional Conferences.
- Director or Executive Member of the Rural Municipalities of Alberta (RMA)
- President of the Association of Alberta Agricultural Fieldmen (AAAF)
- First Vice President of the Association of AAAF
- Manager, ASB Grant Program representing AF

- Recording secretary, as appointed by AF
- Executive Assistant

3.2. Reporting Relationships

The Committee reports annually to the members of the ASBs across the province on their advocacy efforts. The Committee prepares an annual “Report Card on Government and Non-Government Responses to the Previous Years Provincial ASB Resolutions” that is distributed to all ASBs prior to the annual regional meetings. Each Provincial Committee representative provides a report on the Committee’s activities at their individual regional meetings. The Committee Chair will also provide an annual report of the Committee’s activities at the Provincial ASB Conference.

3.3. Linkages & Partnerships

Rural Municipalities of Alberta (RMA)

Association of Alberta Agricultural Fieldmen (AAAF)

Alberta Agriculture and Forestry (AF)

Current committee memberships:

- Agricultural Plastics Recycling Committee
- Alberta Game Management Advisory Group (AGMAG)
- Alberta Environmental Farm Partnership (Alternate to RMA)
- Clubroot Action Committee
- Fusarium Action Committee
- Alberta Endangered Species Conservation Committee (ESCC)
- Wildlife Predator Compensation Committee
- Other committees as required and requested.

As a standing item of discussion at regular ASB Provincial Committee meetings representatives appointed to a Committee will provide an update. The ASB Provincial Committee will discuss and include direction for the development of a blog post on the website to update ASBs on the various committees. Those members appointed to the committees will send timely email updates after committee meetings to the ASB Provincial Committee and Executive Assistant to improve communication. Annual reports on activity of appointed committees will be included in the annual Resolution Report Card.

3.4. Duration of Service

Regional representatives and alternates are elected biannually at ASB Regional Meetings and serve for a term of two years. Regional representatives may serve consecutive terms and there is no limit on the number of terms a regional representative may serve. Representatives are elected in odd numbered years.

The ASB Provincial Secretary is an *ex officio* member of the committee and serves for one, two year term. The ASB Provincial Secretary is the 1st Vice President of the AAAF who is elected every two years at the AAAF Annual General Meeting.

The AAAF President is an *ex officio* member of the committee and serves for one, two year term.

The RMA Representative is appointed annually by the Board of Directors of RMA.

The ASB Program Manager is an *ex officio* member of the Committee.

The Recording Secretary is appointed annually by AF at the request of the Committee.

The Executive(Administrative or Executive?) Assistant is an employee of the Committee through an agreement with the Association of Alberta Agricultural Fieldmen.

ASB Provincial Committee members are individually responsible for all costs incurred to attend meetings.

○ **3.5 Individual Roles**

Position	Individual Role
Chairman	<ul style="list-style-type: none"> • Identify agenda items in consultation with Secretary and ASB Program Manager • Chair all Committee meetings • Chair presentation of Resolutions at the Provincial Conference • Provide input into preparation of the annual Report Card on the Resolutions • Provide an annual update of the Committee’s activities at the Provincial Conference
Vice Chairman	<ul style="list-style-type: none"> • Acts on behalf of the Chair when he is unable to attend
Committee Member	<ul style="list-style-type: none"> • Voting member of the Committee • Attend ASB Provincial Committee meetings • Coordinate with alternate to attend meetings • Chair Regional Resolutions Committee meetings • Report on Committee activities from previous year at Regional Meeting • Chair the Regional Conference resolution session • Communicate between the ASB Provincial Committee, ASB Program Manager and members of their region • Serve on various committees • Assist in presentation of resolutions at the Provincial Conference • Act as a liaison between the ASB Provincial Committee and the individual ASBs within the regions they represent • Option to call and chair a summer meeting with the chairmen, AAAF Representatives, and ASB Program Manager to discuss resolution responses and potential resolutions to bring forward at

	<ul style="list-style-type: none"> regional/provincial conferences Provide input for the Report Card on the Resolutions
Secretary	<ul style="list-style-type: none"> <i>Ex officio</i> member of the committee, non-voting. Work with the Chairman, ASB Program Manager and Recording Secretary to, set meeting dates and book locations. Identify agenda items in consultation with Chairman and ASB Program Manager Contact Regional Resolution Committee Secretaries to submit resolutions passed at the Regional ASB Conferences. Provide copies of draft Provincial Resolutions to each ASB Provide copies of approved Provincial Resolutions to each ASB Assist the Chairman and Executive Assistant with preparation of the annual Report Card on the Resolutions Assist and keep minutes of the Provincial Conference Resolution Session proceedings Acts as liaison between ASB and AAAF Executive Send approved resolutions to appropriate agencies for response Receives responses and distributes them to the Committee
ASB Provincial Committee Support	<ul style="list-style-type: none"> Non-voting member of the committee Records and distributes ASB Provincial Committee minutes Records Provincial ASB Conference minutes Assist Chairman, ASB Program Manager and Secretary with planning and arranging resources for meetings Confirm schedule of timelines for Regional Representative and hosting ASBs for Regional Meetings and circulates August/September to the Committee, AAAF Regional Directors and hosting ASBs Keeps the latest ASB Members and Chair list annually Update ASB Provincial Committee website with individual ASB policies and bylaws
Executive Assistant	<ul style="list-style-type: none"> Non-voting member of committee Schedules and prepares information for meetings in consultation with Chair and Secretary Conducts research and prepares information for Committee members Writes the Report Card on the Resolutions Prepare and track correspondence for resolutions and other issues as required Circulates information to ASBs with assistance from the Recording Secretary and AAAF in a timely manner Assist with Provincial ASB Conference Meeting Minutes
	<ul style="list-style-type: none"> Work with the Secretary, Chairman and ASB Provincial Committee members to set meeting dates and book locations;

	<ul style="list-style-type: none"> • Assist Chairman, ASB Program Manager and Secretary with planning and arranging resources for meetings; • Identify agenda items in consultation with Chairman, Secretary, committee members and AAF Program Manager; • Follow through on Action Items from meeting minutes; • Work with the Ministers schedulers to arrange requested Minister meetings; • Prepare and provide briefing notes for Minister meetings; • Contact Regional Resolution Committee Secretaries to submit resolutions passed at the Regional ASB Conferences; • Work with the Provincial ASB Conference Hosting Committee for the resolution session; • Provide copies of draft provincial resolutions to each ASB; • Provide copies of approved provincial resolutions to each ASB; • Prepare the annual report card on the resolutions; • Provide resolution editing during Provincial conference resolution session proceedings; • Assist in preparation and editing of Provincial conference resolution session minutes; • Send approved resolutions to appropriate agencies for response;
ASB Program Manager	<ul style="list-style-type: none"> • Ex officio member of the committee, non-voting • Work with Secretary, Executive Assistant and Recording Secretary to plan meetings • Represents AF at meetings • Participates and guides the regional resolution process • Provides advice and guidance on the provincial resolution process • Provides advice on AF programs • Assist with Provincial ASB Conference Meeting Minutes
AAAF President	<ul style="list-style-type: none"> • Non-voting member of the committee • Acts as a liaison between AAAF and the Committee • Provides background information
RMA Representative	<ul style="list-style-type: none"> • Non-voting member of the committee. • Acts as a liaison between RMA and the Committee. • Provide background information • RMA Director • RMA Administrative representative

4. Logistics and Processes

4.1. Meetings & Processes

○ Key Dates

Month	Items
January	<p>Provincial Resolution Committee Meeting <i>(Held first day of ASB Provincial Conference)</i></p> <p>Purpose of meeting:</p> <ul style="list-style-type: none"> ● Review emergent resolutions <ul style="list-style-type: none"> ○ Emergent resolutions must be received 24 hours prior to meeting ● Prepare for meeting with the Minister ● Meet with the Minister (if possible) ● Meet with AAAF Executive Committee ● Meet with RMA Board (if necessary) ● Hear any delegations for information and consultation <p>ASB Provincial Conference</p> <ul style="list-style-type: none"> ● Present resolutions at resolution session
February	<p>Resolutions passed at Provincial Conference are sent out for response to appropriate agencies</p> <ul style="list-style-type: none"> ● Executive Assistant, Chairman and Secretary draft and send letters ● Contact Ministers' offices for summer meeting <ul style="list-style-type: none"> ○ Alberta Agriculture and Forestry ○ Alberta Environment and Parks ○ Alberta Transportation
March	<p>Meet jointly with RMA to discuss resolutions passed at the ASB Provincial Conference and RMA Spring and Fall Conventions, as needed <i>(Held in conjunction with the RMA Spring Convention)</i></p> <ul style="list-style-type: none"> ● Meet with Deputy Minister or Assistant Deputy Minister as needed ● Wait for responses to resolutions
April	<p>Resolutions responses received from government organizations</p> <ul style="list-style-type: none"> ● Resolutions responses received from government organizations deadline April 15th ● Meet to review resolution responses by April 30th <i>(conference call or online meeting)</i> ● Unsatisfactory resolution responses sent back to government organizations to be answered again immediately following conference call.

May	<p>Follow Up on Responses to Unsatisfactory resolutions</p> <ul style="list-style-type: none"> • Deadline for response received by May 15th • Committee meets to review new responses by May 20th (<i>conference call or online meeting, as needed</i>) • Responses sent to all ASBs for review and grading by May 31st by Secretary
June	<p>Regional representatives meet with the Chairmen and Agricultural Fieldmen for their regions to review resolution responses and grade them by June 30th</p> <ul style="list-style-type: none"> • Discuss possible resolutions for upcoming regional conferences
July/August	<p>Committee meets to review resolution responses and grade based on the information gathered from their regions</p> <ul style="list-style-type: none"> • Meet with the Minister to review resolutions • May meet with other AF departments, Ministries or Cabinet Policy Committee on Agriculture to discuss issues and review resolution responses • Encourage ASBs to draft resolutions • Recording Secretary prepares schedule of timelines for Regional Representative and hosting ASB for Regional Meetings and circulates by August 15th
September / October	<p>Report Card on Resolutions Preparation for Finalization</p> <ul style="list-style-type: none"> • Report Card on Resolutions distributed September 1st • Resolutions drafted and sent to Regional Resolutions Committee Secretary • Must be received 4 weeks prior to regional meeting • Regional Resolutions Committee to meet two to three weeks prior to each regional meeting • Resolutions sent to each region one week prior to each regional meeting
November	<p>Resolutions submitted to Provincial Committee Secretary from Regional Resolution Committee Secretaries prior to November meeting (<i>Held in conjunction with the RMA Fall Conference</i>)</p> <p>Agenda items:</p> <ul style="list-style-type: none"> • Organizational meeting held to elect Chair, Vice Chair, and appoint members to various committees • Review Terms of Reference and amend as needed • Review resolutions for ASB Provincial Conference • Work with Minister's officer to request January meeting during ASB Provincial Conference
December	<ul style="list-style-type: none"> ○ Resolutions sent to all ASBs by December 1st ○ Emergent resolutions submitted to Provincial Committee Secretary

All other meetings at the call of the chair as needed or at the request of a majority of the voting members. Meetings may be in person, via conference call or webinar format

4.2. Decision Making Process

All decisions will be made by consensus.

Consensus is not 100% agreement. It means that everyone on the Committee can live with the decision and will support it.

If consensus cannot be reached, ASB members will vote on the issue and must have 80% support of the voting members of the committee.

4.3. Quorum Requirements

The Committee must have three voting members present to form a quorum.

4.4. Proxies to Meetings

Each regional representative has an alternate that is elected at the Fall Regional ASB Meetings. It is the responsibility of the regional representative to arrange for their alternate to attend meetings if they are not available. An alternate has the same rights and privileges as the regional representative.

The RMA Representative may contact another RMA Board member to act as his alternate if he is not able to attend.

The ASB Program Manager may appoint someone within AF to represent him if he is not available.

4.5. Regarding Agenda Items

The Chair, Secretary and ASB Program Manager will normally prepare the agenda for approval by the Committee. Members may submit agenda items, preferably at least two weeks before a meeting to facilitate distribution. However, late additions of emergent and relevant issues that arise may be brought forward for Committee approval.

4.6. Minutes and Meeting Papers

The Recording Secretary is responsible for taking and distributing the meeting minutes. Minutes will be distributed within two weeks to all Committee members for review.

Minutes and other documents may be posted to the ASB Program website once they have been approved by the Committee.

4.7. ASB Provincial Committee Website

The purpose of the ASB Provincial Committee website is to provide ASBs with information regarding the Agricultural Service Board Program resolution process and ASB Policies and Procedures. This website provides information in cooperation with the provincial ASB Program.

The website is updated as needed. Information to be maintained includes:

- Updates on activities of the ASB Provincial Committee
- ASB Provincial Committee Adopted Minutes
- Resolutions and the resolution process
- ASB Policies and Procedures
- ASB Contact Information
- Any other pertinent information for the agricultural industry

5. Acceptance & Sign Off

	Position	Signature	Date
Approved By:	Corey Beck, Chair Peace Region ASB Rep		
Approved By:	Marc Jubinville, Vice Chair NE Region ASB Rep		
Approved By:	Morgan Rockenbach South Region ASB Rep		
Approved By:	Wayne Nixon Central Region ASB Rep		
Approved By:	Dale Kluin NW Region ASB Rep		
Approved By:	Jane Fulton, Secretary 1st Vice-President, AAAF		
Approved By:	Jason Schneider, Liaison Director, RMA		
Approved By:	Sebastien Dutrisac, Liaison President, AAAF		
Approved By:	Doug Macaulay, Liaison ASB Program Manager Alberta Agriculture and Forestry		
Approved By:			

6. Appendices

6.1. Contact Information

Chair

Corey Beck, Peace Region Representative
Email: cbeck@countygp.ab.ca

Vice Chair

Marc Jubinville, Vice-Chair, Northeast Region Representative
Email: mjubinville@md.bonnyville.ab.ca

Morgan Rockenbach, South Region Representative
Email: mrockenbach@warnercounty.ca

Wayne Nixon, Central Region Representative
Email: wnixon@stettlercounty.ca

Dale Kluin, Northwest Region Representative
Email: dale.kluin@woodlands.ab.ca

Jason Schneider, RMA Representative
Email: jschneider@rmaalberta.com

Sebastien Dutrisac, Association of Alberta Agricultural Fieldmen Representative
Email: sdutrisac@northernsunrise.net

Doug Macaulay, Agriculture and Forestry Representative
Email: doug.macaulay@gov.ab.ca

Secretary

Jane Fulton, Association of Alberta Agricultural Fieldmen (AAAF) Representative
Email: jfulton@mvcounty.com

Vacant, Recording Secretary

Executive Assistant

Linda Hunt , PAg
Email: asbprovcommittee@gmail.com

Alternates

Shawn Rogers, South
Email: srodgers@warnercounty.ca

Brenda Knight, Central
Email: bknight@lacombecounty.com

Kevin Smook, Northeast
Email: ksmook@beaver.ab.ca

Walter Preugschas, Northwest
Email: Wpreugschas@countybarrhead.ab.ca

Dale Smith, Peace
Email: dale.smith@mdgreenview.ab.ca

6.2. Meeting Agenda Template

ASB Provincial Committee Meeting

Agenda

Insert Date

Insert Time

Insert Location

Insert Start Time

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes (previous meeting)
- 4) Old Business
 - a.
 - b.
- 5) New Business
 - a.
 - b.
- 6) Items for Information
 - a.
 - b.
- 7) Delegations
 - a.
 - b.
- 8) Next Meeting
- 9) Adjournment (Insert End Time)

6.3. Meeting Minutes Template

Agricultural Service Board Provincial Committee Meeting

Insert Location

Insert Date

In Attendance:

Enter list of attendees

Meeting called to order at (Insert time)

Adoption of Agenda by (Insert name)

Adoption of Minutes by (Insert name)

Old Business

New Business

Items for information

Delegations

Other Items

Meeting adjourned at (Insert Time) by (Insert Name)

6.4. Request for Direction Template



Agricultural Service Board Provincial Committee
3602 - 48th Avenue, Athabasca, Alberta T9S 1M8

DATE:

SUBJECT:

RECOMMENDATION:

ALTERNATIVE OPTIONS:

BACKGROUND:

RELEVANT POLICY:

BUDGET IMPLICATIONS:

ATTACHMENTS: Nil

PREPARED BY:

6.5.

Resolution Timelines

September/October

- Four weeks prior to the regional conference, resolutions are submitted to the Regional Resolutions Committee Secretary

- Two to three weeks prior to the regional conference the Regional Resolutions Committee meets to discuss resolutions and this Committee consists of the Fieldman from the hosting municipality, the ASB Provincial Committee representative for the region, the AAAF regional representative, and the AF representative
- One week prior to the regional conference, the Regional Secretary sends the approved resolutions to the ASBs within their region
- The ASB Provincial Committee Secretary sends the final Report Card on the Resolutions to all ASBs one week prior to the first Regional Meeting.
- If the resolutions are regional in nature only, they can be sent directly to the agency that will be providing the response to the resolution.

November

- If the resolutions are to go forward to the ASB Provincial Conference they are sent to the Secretary of the ASB Provincial Committee immediately following each Regional Conference.
- ASB Provincial Committee will review the resolutions going forward to the Provincial Conference in mid-November.

December

- Approved resolutions will be circulated to all ASBs by the Secretary of the ASB Provincial Committee by December 1st.
- Emergent resolutions are submitted to the Secretary of the ASB Provincial Committee up to 24 hours prior to the start of the ASB Provincial Conference.

Regional Resolution Committee is composed of:

1. Regional resolutions committee secretary who is the Fieldman from the hosting municipality
2. Regional AAAF representative
3. Alberta Agriculture and Forestry representative
4. ASB member from the hosting municipality (usually the ASB Chair but at the discretion of the hosting municipality)
5. Agricultural Service Board Provincial Committee regional representative

6.6. Information Required for ASB Provincial Conference Resolution Packages

Agenda for Resolution session

Rules of Procedure – Provincial and Regional

Resolutions

List of ASB Provincial Committee members

Report Card – optional

Minutes from previous year's resolution session

6.7. ASB Provincial Conference Resolution Session Agenda

AGENDA

Review of voting

1. Call meeting to order
2. Adoption of agenda
3. Adoption of previous year's resolution session minutes
4. Introduction of Resolution Committee Members
5. Presentation of Report Card on previous year's resolutions
6. Adoption of Report Card
7. Proposed amendments to Rules of Procedure
 - a. Provincial Rules of Procedure
 - b. Regional Rules of Procedure
8. Review of Rules of Procedure
9. Emergent Resolutions – motion to accept (if any)
10. Order of Resolutions – motion to accept
11. Resolutions
12. Motion to Adjourn