

**SMOKY LAKE COUNTY**

Minutes of the **Agricultural Service Board Meeting** held on **Monday, January 24, 2011** at 1:10 P.M. in the County Council Chambers.

The meeting was called to Order by the Chairperson, Mr. Ron Bobocel in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>A T T E N D A N C E</u> <u>Monday, January 24, 2011</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Rick Cherniwchan	Present
4	Lori Danyluk	Present
5	Randy Orichowski	Present
A.F.	Scott Franchuk	Present
C.A.O.	Cory Ollikka	Present
Asst. C.A.O.	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Absent
Asst. A.F.	Vacant	Vacant
Cons. Tech/ R.S.	Evonne Zukiwski	Present

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1 member of the Public in attendance.

2. **Agenda:**

238-11: Orichowski That the Agricultural Service Board Meeting Agenda for Monday, January 24, 2011 be adopted with the following addition(s):

1. Rural Development Fund.
2. Executive Session: Legal Issue.

Carried Unanimously.

3. **Minutes:**

239-11: Cherniwchan That the Minutes of the Agricultural Service Board Meeting held on Monday, November 22, 2010 be adopted as presented.

Carried.

240-11: Danyluk That the Action List of November 22, 2010, Agricultural Service Board Meeting, be filed for information.

Carried.

4. **Request for Decision:**

**Management Policy 62M-01-03: Agricultural Service Board Work Plan**

241-11: Danyluk

That Smoky Lake County Council accept the received Work Plan for 2011 as a Management Policy: 62M-01-03 entitled “Agricultural Service Board Work Plan”, for information.

<b>Purpose:</b>	To establish an Agricultural Service Board Work Plan for the Smoky Lake County Agricultural Service Board Program.
<b>Policy Statement and Guidelines:</b>	
<b>STATEMENT:</b>	
The <b>Agricultural Service Board Work Plan, Schedule “A”</b> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Agricultural Program.	
<b>BENEFITS:</b>	
The Agricultural Service Board Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Agricultural Service Board Program.</li> <li>■ Good understanding of the process of the Ag Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication Tool.</li> </ul>	
<b>REVIEW:</b>	
The Agricultural Service Board Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

<b>Time</b>	<b>Work Schedule Projects</b>	<b>Work Description Projects</b>	<b>Elements: Tasks Duties</b>	<b>Verified Outcome</b>
<b>DAILY</b>				
	General Administration	Staff Time Sheets Worker Updates	Assign duties to crews Inspect work being done	Maintain spray maps and mowing maps
	Fire Permits	Issue fire permits to residents.	Write-up permits, site inspections during dry periods or questionable burns.	Maintain records and notify local fire departments.
	Office Work	Check e-mails, code agricultural and fire department bills.	Respond to e-mail and keep a control on agricultural and fire department budgets and spending.	Make sure bills get paid on time. Continual monitoring of the budget.
	Bank Deposits	County Deposits	Deliver bank deposits	Help out office staff.
	Respond to Fire Calls	Get equipment or manpower if needed	To help out the departments any way I can.	Complete the tasks safely and in a timely manner.
<b>WEEKLY</b>				
	Manager Meeting	Meet with other managers to ensure timely operation are occurring.	Assist other departments as required.	Communication tool.
	ASB Staff Meetings	Meet with ASB Staff.	Discuss work plans for the week. Address safety concerns and other issues.	Communication tool to address time lines.
	Safety Meetings	Meet will all staff	Discuss safety issues and incidents. Discuss Workers concerns.	Staff use meeting to address concerns and issues to take place in the work week
	Fire Meetings	Meet with all Fire Departments	Discuss any concerns or equipment purchases. Maintenance and call sheets.	Monitoring training and budgets

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>MONTHLY</b>				
	Monthly Reports to Council	Manager Report form.	Fill out forms.	Maintain record of reports.
	Prepare ASB agenda packages every second month	Research Topics. Prepare packages for scheduled meetings.	Type Agenda's. Prepare Request of Decision Forms. Photocopy packages.	Complete Action List from the Meeting.
	Monthly Time Sheets	Summary Sheet of Work, Vacation and Sick Days.	Complete Time Sheet and submit to Payroll.	Monitor Ag Department issues
	Safety Committee meetings	Meet with the committee.	Discuss any concerns and safety issues. De-briefing of incidents.	Monitor Ag Department issues.
	Emergency services invoicing	Invoice accidents and fires.	Obtain fire reports from the departments and RCMP reports. Write-up letters and invoices explaining the various changes.	Maintain copies for year-end.
	Fire Department Supplies	Order supplies for the departments as requested.	Research best quality and prices. Place orders and deliver them.	Deliver Supplies. Monitor Budget.
<b>PERIODIC</b>				
	Job Interviews	Interviewing staff	Advertise and arrange interviews	Advise
	AAAF Regional Meeting	Attend Meetings	Meet with Ag Fieldman from the region to discuss agricultural issues of mutual concern.	Bring back issues to Council
	Coyote Control Damage Permits	Issue 1080 (Strychnine Tables) for Coyote Control	Inspect agricultural producers operations to ensure losses are due to predators, give alternative control. Issue 1080 as a last resort	Issue 1080 as a last resort.  Maintain report and records
	Stray Dog Control	Pick –up Stray Dogs	Assist Peace Officer or help in his absence with picking-up dogs and transporting to pound.	Maintain proper documentation of records.
<b>SEASONAL: YEARLY OUTLINE</b>				
<b>January and February</b>	Agricultural Service Board Conference	Attend Conference	Book rooms. Complete registration packages	Advise
	Year-End	Ensure all invoices are paid and bills coded to proper accounts	Go through the ledger	Verify with the Finance Department
	Plan for ASB and Fire Training	Talk to other Ag Fieldman about courses. Talk to Cory Whitlock for fire courses	Complete the year of training schedules	Communicate the schedules.
	Renew Licenses	Renew explosives licenses	Complete the paperwork and submit	Maintain records.
	ASB Grant Application	Interim report to Alberta Agriculture. Review Business Plan.	Submit expenditures statements and proposed ASB Budget.	Maintain records.
	ASB Work Plan	Plan for the upcoming year – 2011.	Submit to council for approval	Submit to Council annually.
	Fire Department S.O.G's	Review Fire Department S.O.G's	Make recommended changes to SOG binders. Review with each Fire Department. Keep binders updated.	Submit to Council for amended to Policy.
	Year End AESA	Year-end report and expenses	Submit year end summary and expenses report	Maintain records.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>SEASONAL: YEARLY OUTLINE – Continued</b>				
	Farm Tech	Attend conference	Book room Register for conference	Document
<b>March and April</b>	Summer Preparations	Order supplies.	Order chemical, dynamite, grass seed, strychnine.	Monitor Budget. Maintain Record.
	Hire summer staff	Hire summer staff for the Ag Department.	Advertise and interview if necessary.	County orientation.
	Equipment Preparations	Ensure spraying and mowing equipment is working.	Mount sprayer and calibrate.	Maintain record.
	Problem Wildlife	Beaver Control	Removal (trapping) of problem beavers.	Maintain record. Develop site plan.
	Strychnine Program	Ground Squirrel Control Program	As per Policy	Maintain records and reports
	Service Fire Equipment		Prepare 1 ton truck with skid unit. Ensure 2 ton truck is fully operational.	Internal communication.
<b>May</b>	Problem Wildlife	Beaver control	Removal of Beaver Dams	Maintain record. Update site plan.
	Spraying Program	Dandelion Control Program	Spray Hamlets and Resorts.	Document map record.
	Roadside Mowing	Began Mowing Program	Mow resorts, hamlets, and main arteries	Document map record.
	Controlled burn program	Burn where required.	Burn at Warpsite, Spedden, and Bellis	Document map record.
	Farmer Appreciation Day	Work with 4-H and local Ag Societies to host the Farmer Appreciation Barbeque in conjunction with the County	Advertise, coordinate with hall, Ag Society, and 4-H, order food, make work schedule, and all other arrangements.	Document.
	ASB Grant Application	Submit ASB Grant Application	Send in audited financial statements. Approved budget. Application agreement forms.	Maintain record.
	Fire Protection	Monitor Fire Situation	Implement a Fire Ban when necessary. Advertise – ensure all Fire Ban signs are posted. Call residents that have fire permits and cancel.	Notify and ensure proper communication.
<b>June, July and August</b>	Roadside Spraying	General spraying of road allowances	Spray road allowances with the priority of noxious weeds first then brush control.	Proper documentation of spraying. As per Policy.
	Roadside Mowing	Grass Cutting Program	Mow all gravel roads within the County	Document map records.
	Pest Monitoring	Insect Inspections and other	Inspect fields for grasshopper, bertha army worms and club root.	Maintain records.
	Spot Spraying Program	Weed spraying in County ditches	Spray weed spots which cannot be reached by larger spray truck. Labor intensive hand work. Priority given to extremely rare weeds and public trail system and hamlets.	As per Policy.
	Problem Wildlife	Beaver dam control	Install gizmos and remove dams to alleviate water issues for farmers and public roads.	Maintain records. Develop site plan.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>SEASONAL: YEARLY OUTLINE – Continued</b>				
<b>June, July and August continued</b>	Weed survey program	Weed survey inspections	Inspect fields for weeds	Maintain records
	Grazing School for Women	Co-host the Grazing School for Women	Work with committee to plan and host the event	Document
<b>September</b>	Club root program	Club root inspection	Inspect fields for club root	As per Policy Development and Awareness
	Grasshopper Survey program	Grasshopper survey inspections	Inspect ditches and fields for grasshoppers	Maintain records
	Roadside spraying	General spraying of road allowances	Finish up spraying road allowances	Document map records
	Fire Protection	Monitor fire situation.	Implement a Fire Ban when necessary. Advertise – ensure all Fire Ban signs are posted. Call residents that have fire permits and cancel.	Notify and ensure proper communication.
<b>October</b>	Problem Wildlife	Beaver dams	Removal of dams to alleviate water back-up from spring run.	Maintain records. Develop site plan.
	Spraying Equipment	Winterize spraying equipment and put away for winter.	Take small sprayers off truck and Polaris. Flush and winterize with RV antifreeze.	Maintain records.
	Service Fire Equipment	Winterize appropriate fire equipment for winter season.	Winterize 1 ton truck and skid unit and ensure the 2 ton ready for winter and parked in heated shop.	Internal communication.
	Budget meeting for Ag and capital assets	Meet with Finance manager regarding budget.	Evaluate programs and capital needs, price out items and prepare budget.	Meet with Finance Department.
	Fire Department Budgets	Meet with each department on the training, equipment and maintenance the department would like to have in 2011.	Prepare cost to date. Price out new equipment and prepare for the respective Councils.	Record and report.
<b>November</b>	AESA Program	Prepare final reports and new plan for next year.	Fill out proper documentation and submit budget report.	Council approval.
	Fire Committee Meetings	Prepare agenda packages.	Prepare call history, equipment purchases, training history, and budget requests.	Communication with each respective Council.
<b>December</b>	Training	Annual in service training.	Attend week long update courses on agricultural issues.	Document as per issues arise.
	Fire Training	Preparation of Fire Training schedule	Coordinate schedule with Cory Whitlock and develop a training calendar.	Document and advise Fire Departments.
	Budget Review	Review Budget	Review ledger, make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department
	Fire department payments	Reconcile fire department hours	Review time sheets and pay each department.	Maintain records.

Carried.

**Addition to the Agenda:**

**Rural Development Fund**

242-11: Cholak That Smoky Lake County allocate \$25,000 in the 2011 Budget towards applying for and implementing the Rural Development Fund Grant.

Carried.

**5. Issues for Information:**

**Agricultural Service Board: Report**

The Agricultural Fieldman presented an updated report on the following issues:

■ **Agricultural Service Board – Manager’s Report:  
December 17, 2010 to January 24, 2011.**

**Farmer’s Appreciation Day**

243-11: Danyluk That the Smoky Lake County host its annual Farmer’s Appreciation Day in conjunction with the Smoky Lake County’s 50<sup>th</sup> Anniversary Celebration for Year 2011.

Carried.

244-11: Cherniwchan

That the updated report presented by the Agricultural Fieldman, dated December 17, 2010 to January 24, 2011 be accepted, and filed for information.

Carried.

**Alberta Environmental Sustainable Agriculture (AESAs) Technician Report:  
Updated Report presented Evonne Zukiwski, Municipal  
Conservation Technologist:**

**December:**

- Attended/ co-hosted Energy Cabin tour at Lakeland College  
- Event was well attended and a great success.
- Attended the Western Canadian Grazing Conference.
- Distributed the 2011 Alberta Environmental Stewardship Calendars.
- Met with Perry Phillips to work on improving the 2011-2013 Environmental Stream Funding (received an email that is was received in Edmonton on January 4, 2011).
- Received approval for my Agrology Technologist in-training.

**Up Coming Events:**

- Met with Thorhild County on January 12, 2011 to work on a formalized partnership.
- Attend Thorhild County’s ASB Meeting → January 24, 2011.
- Attend Farm Tech 2011 → January 26 to January 28, 2011.
- Submitting 2010 Final AESA Report Expenses.
- Wrapping up ends concerning the 2010 Alberta Stewardship Calendar.
- Green Certificate testing → February.
- On-going planning for the 2011 Grazing School for Women
- Face to face meeting February 3, 2011.
- Working on a newsletter for release in February.
- Trying to get Smoky Lake and Thorhild County on the list for the next round of *Working Well Workshop* tours.
- Attending the AB Institute of Agrologists Conference → March .

245-11: Orichowski That the Alberta Environmental Sustainable Agriculture (AESAs) report dated January 24, 2011 presented by Evonne Zukiwski, Municipal Conservation Technologist, be accepted, and filed for information.  
Carried.

**Environmental Stream  
Report Update:**

The Municipal Conservation Technologist updated Council on the meeting held with County of Thorhild on the Environmental Stream Cost-shared Program with Smoky Lake County. County of Thorhild indicated that the Joint Agreement to be executed between both Counties for the Program and funding is in progress.

**6. Correspondence:**

No Correspondence.

Scott Franchuk, Agricultural Fieldman/Fire Chief and Evonne Zukiwski, Municipal Conservation Technologist left the Council Chambers, time 1:55 p.m.

**8. Executive Session**

246-11: Cholak That the Smoky Lake County Agricultural Service Board Committee go into Executive Session to discuss a legal issue, time 1:55 p.m.  
Carried.

247-11: Cherniwchan That the Smoky Lake County Agricultural Service Board Committee go out of Executive Session, time 2:56 p.m.  
Carried.

**Next Meeting**

248-11: Cholak That the next **Agricultural Service Board Meeting** be scheduled for Monday, **March 28, 2011** at 1:00 p.m. to be held at the County Council Chambers.  
Carried.

**ADJOURNMENT:**

249-11: Bobocel That this meeting be adjourned, time 3:00 p.m.  
Carried.

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CHAIRMAN

S E A L

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CHIEF ADMINISTRATIVE OFFICER