

SMOKY LAKE COUNTY

Minutes of the **Agricultural Service Board Meeting** held on **Tuesday, February 25, 2014** at 10:12 A.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:

		A T T E N D A N C E
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, February 25, 2014</u>
1	Dareld Cholak	Present- Skype
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Absent
5	Randy Orichowski	Present
A.F.	Kurt Holdis	Absent
Fire Chief	Scott Franchuk	Present
C.A.O.	Cory Ollikka	Present
Asst. C.A.O.	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Asst. A.F./R.S.	Evonne Zukiwski	Present

2. Agenda:

326-14: Orichowski That the Agricultural Service Board Meeting Agenda for Tuesday, February 25, 2014 be adopted as presented.

Carried Unanimously.

3. Minutes:

327-14: Cholak That the Minutes of the Agricultural Service Board Meeting held on Friday, December 13, 2013 be adopted as presented.

Carried.

328-14: Lukinuk That the Action List of December 13, 2013, Agricultural Service Board Meeting, be filed for information.

Carried.

PART 1: Agricultural Service Board

4. Request for Decision:

Farmers & Ranchers Appreciation Day

329-14: Cholak That Smoky Lake County Agricultural Service Board host the 12th Annual Farmers and Ranchers Appreciation Day on Friday, June 6, 2014 in the Town of Smoky Lake, and invite the local Agricultural Society to host any additional event in conjunction with the County's annual event, not to exceed the budget amount of \$7,500.00.

Carried.

5. Issues for Information:

Agricultural Service Board: Report

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

■ **Agricultural Service Board – Manager’s Report: January 10, 2013 to February 18, 2014.**

330-14: Orichowski That Smoky Lake County extend an invitation to the NRCB-Natural Resource Conservation Board to be a delegation at the next Agricultural Service Board Meeting.

Carried.

331-14: Lukinuk That the updated report presented by Evonne Zukiwski, Assistant Agricultural Fieldman on behalf of Kurt Holdis, Agricultural Fieldman, dated January 10, 2014 to February 18, 2014 be accepted, and filed for information.

Carried.

Assistant Agricultural Fieldman: Environmental Services Report:

**Updated report presented by Evonne Zukiwski, Assistant
Agricultural Fieldman:
February 25th, 2014**

January:

- Worked on ASB Minutes from December 13th, 2013 meeting
- Continuing to plan the 2014 Agriculture Workshop
 - Sponsorships are finalized
 - Advertising and mailouts are complete
 - Working on conference proceedings booklet
- 12th Annual Grazing School for Women
 - Date set for June 10 & 11, 2014
 - Tour site may include Elk Island Park’s wildlife handling facilities and grazing program
 - Indoor sessions will be held at the Ukrainian Cultural Heritage Village (June 11)
 - Confirming topics, speakers and tour logistics
- Meeting with producer to assist them in completing their Growing Forward 2 Grant applications
- Initial meeting with producer to get them started on completing their Environmental Farm Plan

February:

- Updated job description and advertised maternity leave position
- Completed Nutrient Management assignments, quizzes and final exam
- Created and mailed Ag Conference sponsor registration information packages
- Received information about 2014 Classroom Agriculture Program presentations for Smoky Lake County Schools
- Preparation of February 25, 2014 ASB agenda and meeting packages
- Prepared minutes and updated financial statement for the NE Regional AAAF meeting
- Attended the NE Regional AAAF Meeting- February 20
- Attended an Environmental Farm Plan binder review session - February 21, 2014

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332-14: Orichowski That the updated report presented by the Assistant Agricultural Fieldman; dated February 25, 2014 be accepted, and filed for information.
Carried.

2014 Agricultural Service Board Summer Tour

333-14: Cholak That the Smoky Lake County Council who can attend and Agricultural Service Board staff, attend the 2014 Agricultural Service Board Summer Tour on July 7 – 10, 2014 hosted by the County of Newell.
Carried.

6. Correspondence:

Policy Statement No.: M01-11-05

Assistant Agricultural Fieldman-*Job Description*

334-14: Cholak That County Council accept the received Management Policy Statement No.: M01-11-05: Assistant Agricultural Fieldman-*Job Description*, for information.

Title: Assistant Agricultural Fieldman <i>Job Description</i>		Policy No.: 11-05
Section: M - 1	Code: P-A	Page No.: 1 of 6
Purpose:	<p>The Assistant Agricultural Fieldman shall report directly to the Agricultural Fieldman or Chief Administrative Officer.</p> <p>As part of a Municipal team, the Assistant Agricultural Fieldman provides leadership, coordination, and technical expertise for agriculture at the Municipal level. Program planning, extension and technical support is provided to Smoky Lake County ratepayers. The Assistant Agricultural Fieldman will ensure that the ASB operates in accordance with the Agricultural Service Board Act in absence of the Agricultural Fieldman</p>	
Policy Statement and Guidelines:		
RESPONSIBILITIES		
1. <u>Program Management and Delivery:</u>		
<p>1.1 Delivery of the Environmental Program and related initiatives at the Municipal level in partnership with other stakeholders. This includes extension program planning, delivery, evaluation and progress monitoring for future enhancement. Responsible to ensure environmental programs are effectively delivered to increase awareness and understanding of the issues facing industry and local programs are organized to address them.</p> <p>1.1.1 Activities:</p> <p>1.1.1.1 Through consulting and liaising with stakeholders, local producers and other Municipal staff plan and develop a three year agricultural conservation program that meets the needs of the agriculture sector in the Smoky Lake County.</p> <p>1.1.1.2 Provide advice, feedback, and input regarding local issues, concerns, needs and trends to ensure on-going program effectiveness. Local information and technical needs are identified and required responses and appropriate action initiated.</p> <p>1.1.1.3 Research past conservative programs in Smoky Lake County to become familiar with the history of the programs and utilize these demonstrations in future awareness activities. Complete continuing programs or projects within the municipality.</p> <p>1.1.1.4 Facilitate the Municipal delivery or Provincial conservation initiatives (Environmental Farm Plan, Nutrient Management Initiative, etc.) through partnership and various networks.</p>		

2. Administrative:

- 2.1 Assist the Agricultural Fieldman in ensuring that ASB programs operate in accordance with the Agricultural Service Board Act.
- 2.2 Assist the Agricultural Fieldman to ensure that ASB grant forms and applications are completed on time.
- 2.3 Inform ASB of any concerns or issues that arise within the municipality that affect policy or municipal ratepayers.
- 2.4 Ensure that ASB policies are carried out according to policy manual and inform ASB as to policy development or change.
- 2.5 Assist the Agricultural Fieldman to create and enforce new Policies.
- 2.6 Maintain an active membership and involvement in the Alberta Association of Agricultural Fieldmen.
- 2.7 Assist the Agricultural Fieldman to direct and supervise ASB staff to effectively and efficiently undertake and complete any and all ASB programs.
- 2.8 Assist the Agricultural Fieldmen to implement the budget.
- 2.9 Prepare ASB Meeting agenda packages and minutes for approval by Senior Administration and the Agricultural Fieldman as soon as possible.
- 2.10 Assist Federal and Provincial Agencies with pest monitoring as required.
- 2.11 Ensure adequate records are kept regarding toxicants and control work that has been completed.
- 2.12 Assist with the collection of ASB data for the County's GIS system.
- 2.13 Plan and develop programs, demonstrations, meetings, workshops and awareness information for ratepayers as approved by the Municipal Agricultural Service Board.
- 2.14 Assist the Agricultural Fieldman to ensure that administration and ASB members are informed of upcoming training courses, tours, conferences, and administer registrations, accommodations and expense accounts for the same.
- 2.15 Keep ASB apprised of new developments within Provincial departments of agriculture and environment.

3. Weed Control:

- 3.1 Maintain all necessary Approvals and Licenses.
- 3.2 Assist the Agricultural Fieldman to order and maintain adequate supplies of herbicides required to successfully complete our Weed and Brush Control Programs.
- 3.3 Conduct Weed Surveys issued by Alberta Agriculture.
- 3.4 Work with agricultural producers to minimize problem weeds.

4. Soil Control:

- 4.1 Act as a Soil Conservation Inspector for the County.
- 4.2 Carry out and enforce the Soil Conservation Act.
- 4.3 Assist the Agricultural Fieldman in coordinating the Grass Seeding Program.
- 4.4 Manage the Municipalities Shelterbelt Distribution Program.

5. Pest Control:

- 5.1 Act as a Pest Inspector for the County.
- 5.2 Carry out and enforce the Agricultural Pest Act.
- 5.3 Assist Federal and Provincial agencies with pest monitoring as required.
- 5.4 Assist agricultural producers with control recommendations.

- 5.5 Assist the Agricultural Fieldman in the management of the Beaver Control Program.
- 5.6 Maintain up to date permit to use toxicants to control coyotes in accordance with Provincial Regulations.
- 5.7 Ensure adequate records are kept regarding toxicants and control work that has been completed.

6. Extension:

- 6.1 Intergrade, practical, unbiased technical information related to environmentally responsible farm management is collected, compiled, and delivered in cooperation with various stakeholders.

6.1.1 Activities:

- 6.1.1.1 Develop an information library and resource list including all conservation experts, stakeholders, and key contacts in the farm community.
- 6.1.1.2 Preparation and delivery of technical presentations at various extension events.
- 6.1.1.3 Organization and participation in field days, demonstrations, workshops, newspaper and newsletter articles, and clinics to transfer practical information and support practice change by farmers and ranchers.
- 6.1.1.4 Prepare grant applications to enhance coverage of conservation events and issues.
- 6.1.1.5 Meet and work with individual producers on agricultural conservation planning programs such as; pasture management plans, environmental farm plans, nutrient management initiatives, integrated crop management plans, and Government grants supported by Alberta Agriculture.

OTHER RESPONSIBILITIES

- Other responsibilities of duties as assigned from time to time by the Agricultural Fieldman, Chief Administrative Officer and the Assistant Chief Administrative Officer.

KNOWLEDGE AND ABILITIES

- Thorough knowledge and expertise of agriculture management practices and systems (crops, livestock, grazing and forage production) and the relationship to environmental issues facing agriculture related to soil, water, air quality and biodiversity.
- Understanding of land use planning principals including aerial photography interpretation and understanding of the Precision Agriculture site specific management and the agronomic and environmental benefits.
- Computer skills are required to facilitate data management, analysis, reporting and effective communications.
- Program development and planning skills (issues identification, objectives, action, progress measurement and evaluation) and extension skills.
- Leadership skills required to ensure environmental programs and projects are in place.
- Communications (technical writing, plain language writing and presentations) skills are required to ensure information is delivered to increase awareness and understanding of issues, solutions and programs.
- Decision-making and problem solving skills are required on a day-to-day basis regarding programs, projects and teamwork.
- Conflict resolution, mediation, negotiation and public relations skills are required for dealing with a wide variety of stakeholders and clients. Local sensitive, politics and complex issues must be understood and diplomatically addressed to build consensus, support effective teams, programs and projects to meet environmental objectives of the industry.

<ul style="list-style-type: none"> ■ Team building, teamwork, partnering and network skills are required to bring together a broad range of stakeholders from various disciplines to develop and implement integrated, practical problems. ■ Related technical diploma or degree is preferred.
<p>STAFF DEVELOPMENT</p>
<ul style="list-style-type: none"> ■ Attend Workshops and Seminars as required.
<p>EMPLOYEE PERFORMANCE EVALUATION</p>
<ul style="list-style-type: none"> ■ By the Agricultural Fieldman – yearly.
<p>SALARY RANGE</p>
<ul style="list-style-type: none"> ■ As per Policy 01-03: Organizational Chart.

Carried.

2014 Alberta Agriculture Hall of Fame Award Nominations

335-14: Cholak That Smoky Lake County advertise the 2014 Alberta Agriculture Hall of Fame Award Nominations through the County Grapevine and Social Media sites, as per letter received from Rod Carylton, Alberta Agriculture Hall of Fame Selection Committee, Agriculture and Rural Development, dated December 2013.

Carried.

Alberta Farm Safety

336-14: Orichowski That Smoky Lake County contribute funding in the amount of **\$1,305.50** to the Alberta Farm Safety Centre towards the interactive Safety Smarts presentations school-based farm safety program for safety initiatives in the effort to reduce farm safety injuries and fatalities involving children; as per letter received from Laura Nelson, Executive Director of the Alberta Farm Safety Centre, dated January 9, 2014.

Carried.

Agricultural Service Board Provincial Committee Terms of Reference

337-14: Lukinuk That the information package received from Ron Bobocel, Alternate Agricultural Service Board Provincial Committee Member, Smoky Lake County, dated January 16, 2014, regarding the Agricultural Service Board Provincial Committee Terms of Reference, be filed for information.

Carried.

PART 2: Fire Protection Services

4. Request for Decision:

Livestock Emergency Response Unit

338-14: Cholak That Smoky Lake County engage Len Hrehorets's services to assist the Fire Departments in livestock emergencies to provide livestock extrication, transportation and care services in the event of a livestock carrier rollover.

Carried.

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339-14: Cholak That Smoky Lake County submit an application to the Government of Alberta to house a Livestock Emergency Response Unit, and make available for use by any surrounding municipalities.

Carried.

Outstanding Fire Invoice No. 32163

340-14: Orichowski That Smoky Lake County cancel the Fire Invoice No. 32651 for the amount of \$ 2,053.45 to ISB Canada.

Carried.

5. Issues for Information:

Fire Chief's Report

The Fire Chief presented an updated report on the following issues:

■ **Fire Chief – Manager's Report:
January 9, 2014 to February 19, 2014.**

341-14: Cholak That Smoky Lake County reduce Fire Invoice No. 32652 from \$ 7,602.00 to \$ 1,500.00 as per insurance coverage to the appeal notice received on February 4, 2014 from Guy Bridgeman for the structure fire located at 54130- RR 141.

Carried.

342-14: Orichowski That the updated report presented by the Fire Chief, dated January 9, 2014 to February 19, 2014, be accepted and filed for information.

Carried.

6. Correspondence:

Dispatch Service Agreement CPI Adjustment for 2014

343-14: Lukinuk That Smoky Lake County accept the Consumer Price Index (CPI) Adjustment of 1.0% - for the annual 2014 adjustment in the amount of \$8,606.51 based on the per capita cost of \$3.50 with a population of 2459, for an increase of \$86.07 from 2013, for the 2014 Emergency Dispatch Services, as per Clause 4.6 of the agreement executed with Bonnyville Regional Fire Authority for the Emergency 9-1-1 fire Dispatch Service in accordance with Bylaw 1217-10.

Carried.

Sustainable Resources Development Annual Fire Control Plan- 2014

344-14: Cholak That the Smoky Lake County execute an agreement with Alberta Sustainable Resource Development, Forestry Division to provide Mutual Aid Fire Control as per the Annual Mutual Aid Fire Control Plan 2014 commencing March 1, 2014 to February 28, 2015.

Carried.

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8. Executive Session

345-14: Lukinuk That County Council go into Executive Session to discuss a legal issue, time 11:00 a.m.

Carried.

346-14: Orichowski That County Council go out of Executive Session, time 11:10 a.m.

Carried.

Next Meeting

347-14: Cholak

That the next **Agricultural Service Board Meeting** be scheduled for Tuesday, **April 29, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

ADJOURNMENT:

348-14: Bobocel That this meeting be adjourned, time 11:11 a.m.

Carried.

CHAIRMAN

S E A L

CHIEF ADMINISTRATIVE OFFICER