

SMOKY LAKE COUNTY

Minutes of the **Agricultural Service Board Meeting** held on **Tuesday, January 10, 2012** at 8:38 A.M. in the County Council Chambers.

The meeting was called to Order by the Agricultural Fieldman, Mr. Eugene Senetza 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>Tuesday, January 10, 2012</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Rick Cherniwchan	Present
4	Lori Danyluk	Present
5	Randy Orichowski	Present
A.F.	Eugene Senetza	Present
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

Kelly Lund, P.Eng, Research Engineer, On-Farm Energy Systems, Environmental Stewardship Division with Alberta Agricultural and Rural Development present for the meeting as a key contact for Smoky Lake County.

1. Election of Chairperson/Vice-Chairperson:

Chairperson

The Agricultural Fieldman called first (1) time for nominations for Chairperson.

210-12: Cholak

That Councillor Ron Bobocel be nominated as the Chairperson of the Agricultural Service Board Committee.

The Agricultural Fieldman called second (2) time for nominations for Chairperson.

The Agricultural Fieldman called third (3) time for nominations for Chairperson.

NO FURTHER NOMINATIONS.

211-12: Danyluk

That nomination cease.

Carried.

Mr. Ron Bobocel was declared elected by acclamation by the Agricultural Fieldman as the Chairperson of the Agricultural Service Board Committee and assumed the Chair.

Vice-Chairperson

The Chairperson called first (1) time for nominations for Vice-Chairperson.

212-12: Cholak

That Councillor Randy Orichowski be nominated as the Vice-Chairperson of the Agricultural Service Board Committee.

The Chairperson called second (2) time for nominations for Vice-Chairperson.

The Chairperson called third (3) time for nominations for Vice-Chairperson.

NO FURTHER NOMINATIONS.

213-12: Cherniwchan That nominations cease.

Carried.

Mr. Randy Orichowski was declared elected by acclamation by the Chairperson as Vice-Chairperson of the Agricultural Service Board Committee.

2. **Agenda:**

214-12: Cherniwchan That the Agricultural Service Board Meeting Agenda for Tuesday, January 10, 2012 be adopted with the following addition(s):

1. Waskatenau Rescue Truck.

Carried Unanimously.

3. **Minutes:**

215-12: Cholak That the Minutes of the Agricultural Service Board Meeting held on Monday, September 26, 2011 be adopted as presented.

Carried.

216-12: Danyluk That the Action List of September 26, 2011, Agricultural Service Board Meeting, be filed for information.

Carried.

4. **Request for Decision:**

Management Policy 62M-01-04: Agricultural Service Board Work Plan

217-12: Danyluk That Smoky Lake County Council accept the received Work Plan for 2012 as a Management Policy: 62M-01-04 entitled "Agricultural Service Board Work Plan", as amended for information.

Purpose:	To establish an Agricultural Service Board Work Plan for the Smoky Lake County Agricultural Service Board Program.
Policy Statement and Guidelines:	
STATEMENT: The Agricultural Service Board Work Plan, Schedule "A" 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.	

BENEFITS:

The Agricultural Service Board Work Plan will provide the following benefits:

- Broaden the portfolio of the Agricultural Service Board Program.
- Good understanding of the process of the Ag Department.
- Increase efficiency and strengthen timeframe of deadlines.
- Establishes accountability of the Program.
- Communication Tool.

REVIEW:

The Agricultural Service Board Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
DAILY				
	General administration	Staff Time Sheets. Worker Updates.	Assign duties to crews. Inspect work being done.	Maintain spray records and mowing maps.
	Phone calls	County residents concerns.	Address and handle concerns in a timely fashion.	Healthy working relationships.
	Office work	Check e-mails, code agricultural bills.	Respond to e-mail and keep a control on budgets and spending.	Make sure bills get paid on time.
	Bank deposits	County deposits.	Deliver bank deposits.	Help out office staff.
WEEKLY				
	Manager meeting	Meet with other managers to ensure timely operations 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 with 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.
MONTHLY				
	Monthly reports to council	Manager report forms.	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.
PERIODIC				
	Job interviews	Interviewing staff.	Advertise and arrange interviews.	Advise.
	AAAF regional meetings	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 producer operations to confirm losses are due to predators, give alternative control. Issue 1080 as a last resort.	Issue 1080 as a last resort.
	Stray dog control	Pick -up stray dogs.	Assist Peace Officer (or in his absence) with picking up stray dogs and transporting to the pound.	Maintain proper documentation of records.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
SEASONAL: YEARLY OUTLINE				
January and February	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 training	Talk to other Ag Fieldman about 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 – 2012 Work Plan.	Submit to council for approval.	Submit to Council annually.
	Year end AESA	Year-end report and expenses.	Submit year end summary and expenses report.	Maintain records.
	Farm Tech	Attend conference.	Book room. Register for conference.	Document.
March and April	Summer preparations	Order supplies.	Order chemical, dynamite, grass seed, strychnine.	Monitor Budget. Maintain Records.
	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 records.
	Problem wildlife	Beaver control.	Removal (trapping) of problem beavers.	Maintain record. Develop site plan.
	Strychnine program	Richardson Ground Squirrel Control Program.	As per policy.	Maintain records and reports.
May	Problem wildlife	Beaver control.	Removal of beaver dams.	Maintain records. Develop site plan.
	Spraying program	Dandelion control program.	Spray hamlets and resorts.	Document map records.
	Roadside mowing	Begin mowing program.	Mow resorts, hamlets, and main arteries.	Document map records.
	Farmer Appreciation barbeque	Work with 4-H and local Ag societies to host the Farmer Appreciation barbeque.	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 records.
June, July and August	ASB Summer Tour	Attend tour.	Book rooms and register.	Document.
	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 hard work. Priority given to extremely rare weeds and public trail system and hamlets.	As per policy.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
SEASONAL: YEARLY OUTLINE – Continued				
June, July and August <i>(continued)</i>	Problem wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and public roads.	Maintain records. Develop site plan.
	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.
September	Club root program	Club root inspections.	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.
October	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.
	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.
November	AESA Program	Prepare final reports and new plan for next year.	Fill out proper documentation and submit budget report.	Council approval.
December	Training	Annual in service training.	Attend week long update courses on agricultural issues.	Document as per issues arise.
	Budget Review	Review Budget	Review ledger, make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
	Inventory	Take chemical supply inventory.	Count supplies.	Maintain records.

Carried.

Policy Statement 62-02-03: Bounty for Pocket Gopher Tails

218-12: Cholak That the Policy Statement 62-02-03: Bounty for Pocket Gopher Tails be deferred to a future Agricultural Service Board meeting.

Carried.

Farmers and Ranchers Appreciation Day

219-12: Cholak That Smoky Lake host the 10th Annual Farmers and Ranchers Appreciation Day on Friday, June 15, 2012 in the Village of Waskatenau in conjunction with the Victoria Trail Ag Society planned activities and designate the theme to celebrate the “International Year of the Cooperative”.

Carried.

Addition to the Agenda:

Waskatenau Rescue Truck

220-12: Cholak That Smoky Lake County commit the amount of \$60,000.00 to the Waskatenau Fire Department towards the purchase of a Rescue Truck through the Community Initiatives Program Grant- Project Number 016936-44: Waskatenau Firemen’s Association, subject to all other funding in place.

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 16, 2011 to January 5, 2012.**

221-12: Cherniwchan That the updated report presented by the Agricultural Fieldman, dated December 16, 2011 to January 5, 2012 be accepted, and filed for information.

Carried.

Assistant Agricultural Fieldman: Environmental Services Report:

Updated report presented Evonne Zukiwski, Assistant Agricultural Fieldman; Environmental Services:

October:

- Finished formatting and editing the 2012 Alberta Environmental Stewardship Calendar
 - Submitted crop reporting conditions
 - Attended the NE AAAF meeting → October 12th, 2011
 - Planning the 10th Annual Grazing School for Women
 - Will be held June 13 & 14, 2012 in Vegreville at the Barn Loft Inn
 - Planning is well under way as it is our 10th year and committee wants to have majority of our speakers confirmed by the end of January
 - Helped with planning the Bio-diesel workshops
 - Attended the Lakeland College Career fair with the Association of Alberta Agricultural Fieldmen (AAAF) booth
 - Complete the first year of the Watch Your Water Program
 - 19 wells were tested, 2 had to be re-tested
- Smoky Lake County Wells
- 9/10 wells came back with no coliforms or E.coli present
 - 1 well had positive coliform count
- County of Thorhild Wells
- 7/9 wells came back with no coliforms or E.coli present
 - 2 wells had positive coliform counts
 - Producers that have had positive coliform counts were sent information on shock chlorination of their wells (as recommended by Alberta Health Services)

November:

- Submitted all grasshopper survey information
- Submitted final crop reporting conditions
- Attended the NE AAAF Regional Conference → November 4, 2011
- Researched other municipalities Weed Notice Appeal Boards
- Sent out newsletters to all farm boxes in Smoky Lake and Thorhild Counties
- Attended Thorhild Council meeting → November 21, 2011
- Green Certificate Testing → November 24, 2011
- Been in contact with the Working Well Workshop Program about a possible workshop date in early 2012.
- Helped 2 producers fill out their Growing Forward Applications and workshops

December:

- Worked on completing our Updated Strategic Plan for 2012 as required by Alberta Agriculture
- Attended In-Service Training → December 5 – 9, 2011

December (continued):

- Helping AFSC plan a workshop to be held January 4, 2012 (I will be speaking at the workshop on the Environmental Farm Plan
- Distributed the 2012 Alberta Environmental Stewardship Calendars
- Confirmed date and location of the Working Well Workshop
 - February 8, 2012 from 9a.m. to 11a.m. at the Thorhild Legion
 - Smoky Lake County is on the list for the next round of workshops
- Sorting through old agricultural department filing cabinets and storing information appropriately.

222-12: Danyluk

That the updated report presented by the Assistant Agricultural Fieldman; Environmental Services, dated January 10, 2012 be accepted, and filed for information.

Carried.

Fire Chief's Report

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

- **Fire Chief – Manager's Report:
December 8, 2011 to January 5, 2012.**

223-12: Orichowski

That the updated report presented by the Fire Chief, dated December 8, 2011 to January 5, 2012 be accepted, and filed for information.

Carried.

6. Correspondence:

2012 Provincial Agricultural Service Board Conference

224-12: Cholak

That the Smoky Lake County Council who can attend and the Agricultural Service Board staff attend the 2012 Provincial Agricultural Service Board Conference; "Growing Together and Harvesting Solutions" on January 31 – February 3, 2012 at the Westin Hotel in Edmonton.

Carried.

2012 Agricultural Service Board (ASB) Summer Tour

225-12: Orichowski

That the Smoky Lake County Council who can attend and Agricultural Service Board staff attend the 2012 Agricultural Service Board Tour on July 10 -13, 2012 hosted by Northern Sunrise County and the M.D. of Smoky River.

Carried.

Beaver Control

226-12: Cholak

That Smoky Lake County Council defer discussion on Beaver Control in regards to Siegfried and Katherina Loffelbein's letter dated November 7, 2011 to a future meeting.

Carried.

227-12: Danyluk

That Smoky Lake County Council defer discussion on Beaver control to a future Policy Committee Meeting.

Carried.

228-12: Danyluk That Smoky Lake County reimburse Siegfried and Katherina Loffelbein for half of the 2011 Costs of beaver dam removal and dynamite.

Councilor Dareld Cholak requested a recorded vote:

For the Motion:

Lori Danyluk

Against the Motion:

Dareld Cholak

Ron Bobocel

Rick Cherniwchan

Randy Orichowski

MOTION DEFEATED.

County of Two Hills Coyote Bounty

229-12: Cholak That Smoky Lake County take no action to a Regional Coyote Bounty Program, in regards to the letter received from Soren Odegard, Agricultural Service Board Chairman, County of Two Hills, dated October 13, 2011.

Carried.

Health Canada: Compound 1080

230-12: Cholak That the correspondence received from the Pest Management Regulatory Agency, Health Canada, dated December 23, 2011 regarding the Special Review Initiation of Compound 1080, be filed for information.

Carried.

Farm Tech 2012

231-12: Orichowski That Smoky Lake County Agricultural Service Board staff attend Farm Tech 2012 on January 24 – 26, 2012 at Edmonton EXPO Centre at Northlands in Edmonton.

Carried.

Town of Smoky Lake: Fire Apparatus – Joint Agreement

232-12: Cholak That Smoky Lake County agree to cost-share Capital purchase of the Fire Apparatus, Equipment and Supplies, and Training with the Town of Smoky Lake on the following basis:

Smoky Lake County Share – 60%.

Town of Smoky Lake Share – 40%.

Carried.

Alberta Health Services

233-12: Cherniwchan That the correspondence received from Sue Conroy, Senior Vice President, Emergency Medical Services, dated November 14, 2011 in regards to the Emergency Medical Services (EMS) – contract service provider for the Smoky Lake Region, be filed for information.

Carried.

Human Services

234-12: Cholak

That the letter received from Honourable Dave Hancock, QC, Minister of Human Services, dated December 5, 2011 in regards to potential changes to the Employment Standards Regulations for municipally delivered fire fighting services, be filed for information.

Carried.

2012 Dispatching Rates

235-12: Danyluk

That Smoky Lake County accept the Consumer Price Index (CPI) Adjustment of 3.4% - an annual increase in the amount of \$298.76 for the 2012 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.

7. Delegation:

Siegfried and Katherina Loffelbein

Present before County Council at 10:04 a.m. to 10:15 a.m. was Siegfried and Katherina Loffelbein, Smoky Lake County Landowners to address with Council a Beaver Control issue on their land.

236-12: Cholak

That the Agricultural Fieldman will work in conjunction with Smoky Lake County Public Works to monitor the Beaver Control issue on NW-27-60-16-W4 during the spring thaw and report their findings before County Council.

Carried.

Next Meeting

237-12: Cholak

That the next **Agricultural Service Board Meeting** be scheduled for Monday, **March 5, 2012** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

ADJOURNMENT:

238-12: Bobocel

That this meeting be adjourned, time 10:17 a.m.

Carried.

CHAIRMAN

S E A L

CHIEF ADMINISTRATIVE OFFICER