

SMOKY LAKE COUNTY

Minutes of the **Agricultural Service Board Meeting** held on Monday, **January 12, 2009** at 2:15 p.m. in the County Council Chambers.

The meeting was called to Order by the Chief Administrative Officer, Mr. Cary Smigerowsky 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>Monday, January 12, 2009</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Barton Coady	Present
4	Lori Danyluk	Present
5	Cory Ollikka	Present
Int. A.F.	Scott Franchuk	Absent
C.A.O.	Cary Smigerowsky	Present
Asst. C.A.O.	Lydia Cielin	Present
Cons. Tech	Evonne Wirstuk	Present

1. **Election of Chairperson/Vice-Chairperson:**

Chairperson

The Chief Administrative Officer called first (1) time for nominations for Chairperson.

166-09: Coady

That Councillor Cory Ollikka be nominated as the Chairperson of the Agricultural Service Board Committee.

The Chief Administrative Officer called second (2) time for nominations for Chairperson.

The Chief Administrative Officer called third (3) time for nominations for Chairperson.

NO FURTHER NOMINATIONS.

167-09: Cholak

That nominations cease.

Carried.

Mr. Cory Ollikka was declared elected by acclamation by the Chief Administrative Officer 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.

168-09: Cholak

That Councillor Ron Bobocel 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.

169-09: Coady

That nominations cease.

Carried.

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

2. **Agenda:**

170-09: Danyluk

That the Agricultural Service Board Meeting Agenda for Monday, January 12, 2009 be adopted with the following addition(s):

1. Alberta Fire Chiefs Convention.
2. Resolution: Alberta Livestock & Meat Strategy Plan.

Carried Unanimously.

3. **Minutes:**

171-09: Cholak

That the Minutes of the Agricultural Service Board Meeting held on Tuesday, October 21, 2008 be adopted as presented.

Carried.

Action List: October 21, 2008

172-09: Bobocel

That the Action List of the Agricultural Service Board dated October 21, 2008, be filed for information.

Carried.

4. **Request for Decision:**

Agricultural Service Board: Business Plan 2009

173-09: Cholak

That the Smoky Lake County submit the 2009 Agricultural Service Board Business Plan to Alberta Agriculture as part of the 2009/2010 Program Funding Agreement.

Carried.

Agricultural Service Board Committee: Council extended congratulations to Interim Agricultural Fieldman, Scott Franchuk for an excellent job in completing the Agricultural Service Board Business Plan.

Management Policy Statement: 62M-01-01: Agricultural Service Board Work Plan
174-09: Coady

That County Council accept the received Work Plan for 2009 as a Management Policy: 62M-01-01 entitled “Agricultural Service Board Work Plan”, 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:	
<ul style="list-style-type: none"> ■ 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.	

SCHEDULE “A”: AGRICULTURAL SERVICE BOARD WORK PLAN

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 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	
	Respond to Fire Calls	Get equipment or manpower if needed	To assist the fire departments.	Complete the tasks safely and in a timely manner.
WEEKLY				
	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.	Monitor and address Ag issues.
	Fire Meetings	Meet with all Fire Departments	Discuss any concerns or equipment purchases. Maintenance and call sheets.	Monitoring the Budgets.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
MONTHLY				
	Monthly Reports to Council	Manager Report form.	Complete the manager's report for each meeting.	Maintain record of reports.
	Prepare ASB Agenda Packages	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.	Ensure all ASB Employee submit.
	Safety Committee Meetings	Meet with the Committees	Discuss any concerns and safety issues. De-briefing of incidents.	Monitor Ag Department issues.
	Emergency Services	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	Research best quality and prices. Place orders.	Deliver Supplies. Monitor Budget.
PERIODIC				
	Job Interviews	Interviewing staff	Advertise and arrange interviews	Advise
	AAAF Regional Meeting	Attend Meetings	Meet with Ag Fieldman's from the region to discuss agricultural issues of mutual concern.	Report 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. 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.
SEASONAL: YEARLY OUTLINE				
January February	Agricultural Service Board Conference	Attend Conference	Book rooms. Complete registrations	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 all training schedules	Communication 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 – 2009.	Review all Work Plan and make appropriate changes.	Submit to Council – Annually.
	Fire Department S.O.G's	Review Fire Department S.O.G. Policy.	Make recommended changes to the SOG's. Review with each Fire Department.	Submit to Council for amended to Policy.
March April	Summer Preparations	Order supplies.	Order chemical, dynamite, grass seed, strychnine.	Monitor Budget. Maintain Record.
	Summer Staff	Hire summer staff for the Ag Department.	Advertise and interview.	County orientation.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
SEASONAL: YEARLY OUTLINE – Continued				
	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 record. Report.
	Service Fire Equipment	Ensure Fire Equipment is ready for fire season.	Prepare 1 ton truck with skid unit. Ensure 2 ton truck is fully operational.	Internal Communication.
May	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	Advise accordingly.
	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.
June July August	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 with the County	Document Map Record.
	Pest Monitoring	Insect Inspections	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 large 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 record. Update site plan.
September	Club Root Program	Club Root Inspection	Inspect fields for Club Root.	Policy Development and Awareness
	Roadside Spraying	General spraying of road allowances.	Finish up spraying road allowances.	Document Map Record.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
SEASONAL: YEARLY OUTLINE – Continued				
	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.
October	Problem Wildlife	Beaver Dam Control	Removal of dams to alleviate water back-up from Spring run.	Maintain record. 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 record.
	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	Budget meetings for Ag and Capital Assets.	Evaluate programs and capital needs, price out items and prepare budget.	Meet with the Comptroller.
	Fire Department – Budgets	Meet with each department on the training, equipment and maintenance for the year 2010.	Prepare cost to date. Price out new equipment and prepare for the respective Councils.	Record and report.
November	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.
December	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 Comptroller.
	Fire Department Payments	Reconcile fire department hours	Review time sheets and pay each department.	Maintain records.

Carried.

Addition to the Agenda:

Alberta Fire Chiefs Convention

175-09: Cholak

That Smoky Lake County Council, County Fire Chief and Deputy Fire Chief and three Fire Chief's or designates from the Fire Departments who can attend/attend and the Alberta Fire Chiefs Convention on May 24 - 27, 2009 at the Capri Hotel in Red Deer.

Carried.

5. Issues for Information

Agricultural Service Board: Report

176-09: Bobocel

That the updated report presented by the Chief Administrative Officer on behalf of the Interim Agricultural Fieldman, dated December 15, 2008 to January 12, 2009, be accepted as presented.

Carried.

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

Month of December:

- Attended the Western Canadian Grazing Conference held in Edmonton.
- Hosted my first St. Paul extension event: Shelterbelt Workshop – 8 people in attendance.
- Hosted Age Verification Workshop in Smoky Lake: 19 out of 20 people attended. Lots of interest shown (possibly due to AFRP's 2nd payment?).
- Attended Environmental Farm Plan (EPF) pilot review session.
- Grazing School for Women: Toured Pioneer Bible Camp, north of Smoky Lake. Committee is very interested in the location. Now looking into caterers, table/chair rentals, etc.
- Completed on-line course "Keys to Effective Communication".

Month of January:

- AESA Funding for 2009 has been approved. Have to submit final expenses and December report by January 30, 2009.
- Attending Farm Tech 2009 on January 28 to 30 at Mayfield Inn & Suites in Edmonton.

Month of February:

- Environmental Farm Plan: Co-hosting Workshop 1 with Meghan Ford (LARA) and Delaney at Lac Bellevue in St. Paul County of February 5, 2009. Selected this location as a middle point for several producers from surrounding areas.
- Possibly hosting a Water Well Workshop in St. Paul – (Smoky Lake Workshop to be held early in April).
- Would like to attend Rock the Farm on February 13 to 15, 2009 in Red Deer.
- Was asked to do 2 days of Green Certificate Testing on February 26 and 27, 2009.

177-09: Cholak

That the Alberta Environmental Sustainable Agriculture (AESAs) report presented by Evonne Wirstuk, Municipal Conservation Technologist, be accepted, and filed for information.

Carried.

Addition to the Agenda:

Resolution: Alberta Livestock & Meat Strategy Plan

178-09: Cholak

That the Agricultural Service Board Committee file for information the correspondence on the Resolution: Alberta Livestock & Meat Strategy Plan.

Carried.

Evonne Wirstuk, Municipal Conservation Technologist left the Council Chambers, time 3:10 p.m.

8. **Executive Session:**

179-09: Ollikka That the Agricultural Service Board Committee go into an Executive Session to discuss a personnel issue, time 3:10 p.m.

Carried.

180-09: Cholak That the Agricultural Service Board Committee go out of the Executive Session, time 3:14 p.m.

Carried.

Next Meeting

181-09: Bobocel That the next **Agricultural Service Board Meeting** be scheduled for **April 6, 2009** at 1:00 p.m. to held at the Council Chambers.

Carried.

ADJOURNMENT:

182-09: Danyluk That this meeting be adjourned, time 3:15 p.m.

Carried.

CHAIRMAN

S E A L

CHIEF ADMINISTRATIVE OFFICER