

# Agricultural Service Board Level of Service



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## **1. Purpose, Considerations, and Level of Service**

Lethbridge County Agricultural Service Board (hereinafter referred to as ASB) was officially formed in 1958. Operating under the Agricultural Service Board Act, Lethbridge County has always been a strong proponent in administering Provincial Legislation including:

- Alberta Weed Control Act,
- Alberta Soil Conservation Act,
- Alberta Agricultural Pest Act and
- Animal Health Act.

The Agricultural Service Board (ASB) is committed to the promotion of the quality of life in a rural environment by providing services, information, and new technology in liaison with other governments, jurisdictions, agencies. This is achieved by establishing levels of service that ensures statutory requirements and the collective interests of clients are met.

The ASB receives a portion of its funding from the provincial government for carrying out these acts at the ground level. The ASB rents specific equipment to citizens and carries out mowing, spraying, and seeding programs for industry, landowners, other County departments and several parks and cemeteries in the County. The ASB partners with the province and provides Rural Extension programming to deliver Alberta environmentally sustainable agriculture initiatives. Vegetation management make up a large portion of the ASB duties. The ASB is responsible for both mowing and spraying activities on all County owned right of way. Other ASB Vegetation Management areas include Cemeteries, Hamlets, Sub-Divisions, and County owned Yards, Grader Camps and Water and Wastewater sites. The Parks departments is also an additional service of the ASB.

Lethbridge County is active with weed and pest control programs that support agriculture production. Programs are designed to assist producers in both identification and control measures for designated weeds and pests. Weed control efforts give special attention to areas of concern that includes, lands adjacent to bed and shore, haul routes to intensive livestock operations, Canadian Pacific Railway right of way and recent road construction. Roadside mowing efforts also contribute to the integrated program as ASB staff operate a fleet of mowers and are given the flexibility to control weeds that are outside the first pass.

### **Scope of Responsibility**

Lethbridge County ASB is responsible for Vegetation Management on all County owned right of way and public areas. Herbicide applications are also performed for Alberta Transportation on all Provincial Highways that are within County Municipal Boundaries.

### **Level of Service (LOS)**

It is the expectation of County rural citizens and agriculture community that the ASB maintain a Level of Service in programs that support agriculture production and rural living. The Level of Service is achieved by balancing legislated commitments with the needs of the rural citizens and having appropriate budget amounts available.

## **2. Delivery/Support of the Weed Control Act**

**2021 Budget Amount: \$273,000**

### **Strategy**

To control the spread and establishment of noxious and prohibited weeds in Lethbridge County on both private and public land with guidelines provided under the following guidelines and procedures included in Appendix A Weed Control and Vegetation Management:

- Weed Notices.
- Weed Extension and Inspections
- Leafy Spurge and Knapweed Vegetation Management
- Prohibited Noxious Weed Control
- Seed Cleaning Plants
- Integrated Weed Management

### **Level of Service Measures**

- Two weed inspectors will be continuously appointed.
- 33% of municipal right of way will be sprayed to control regulated weeds. The 33% rotation is illustrated in the **Spraying LOS map.**
- All newly seeded roads will be mowed on an as needed basis to control weeds until the grass can withstand a chemical application.
- Revisit the GPS (200+) marked weed sites and hand pull or apply herbicide where necessary.
- Enter into a yearly service agreement with Volker Stevin to provide weed control on Alberta Transportation highways in the County. The contract will provide chemical weed control with allocations used on previously identified weed infestation or hot spots. Funding amounts for this service will depend on the Provincial budget.

## **3. Delivery/Support of the Agricultural Pests Act**

**2021 Budget Amount: \$75,000**

### **Strategy**

To control the spread and establishment of declared pests and nuisances as outlined in the Pest and Nuisance Regulation with guidelines provided under the following guidelines and procedures included in Appendix B Pest Control and Management:

- Surveys
- Norway Rat
- Coyotes
- Skunks
- Live Traps
- Grasshopper Control

#### **Level of Service Measures**

- Two (2) pest inspectors are continuously appointed.
- Up to date pest information is available on County website. Newsletter to publish relevant articles at least once per year.

#### **Annual Inspections or Trapping Requirements:**

- In cooperation with Alberta Agriculture a total of ten (10) fields are inspected for Clubroot and Virulent Blackleg.
- Two (2) fields will be monitored for Bertha Army Worm.
- Bacterial Ring Rot inspections will take place on potato fields with locations supplied by the Alberta Potato Growers Association.
- Each township in the County will be surveyed for grasshoppers.
- A private trapper is hired for 10 days for rabies detection.
- Lethbridge County will have a supply of 20 traps for Magpie and Skunk Control.

### **4. Delivery/Support of the Soil Conservation Act**

**2021 Budget Amount: \$5,000**

#### **Strategy**

To prevent or stop soil erosion from occurring as outlined in the Soil Conservation Act with guidelines provided under guidelines and procedures in Appendix C Soil Conservation Management.

#### **Level of Service Measures**

- Two (2) soil conservation officers will be appointed.
- All known instances of soil erosion will be inspected.
- Current information on how to control soil erosion will be posted on website and will be promoted through the County newsletter and social media.
- Lethbridge County will have available tractors, straw crimper, cultivator with lister shovels and heavy equipment to carry out control measures when necessary.

### **5. Support of the Animal Health Act**

**2021 Budget Amount: As required**

#### **Strategy**

To support the Chief Provincial Veterinarian should a disease outbreak occur in Lethbridge County.

### **Level of Service Measures**

Have staff trained on relevant diseases and how to support an animal disease outbreak situation should one occur. Training is provided during mandatory In-Service Training for Members of the Association of Agricultural Fieldmen or other seminars that may occur.

## **6. Resource Management/Rural Extension Program**

**2021 Budget Amount: \$165,000**

### **Strategy**

To provide a rural extension program that supports rural living and sustainable agricultural practices.

### **Level of Service Measures**

- Collaboration of internal staff to provide services for Resource Management activity. External expertise will be used as an additional support for the program
- Deliver Environmental Farm Plan to County producers.
- Assist producers with Canadian Agricultural Partnership Programs.
- Work with commercial manure haulers to ensure they have the right information to apply manure as per Agricultural Operations Practices guidelines.
- Publish three times per year newsletter that supports Rural Living and Agricultural Services programs.
- Increase Riparian Health in the County by working with the four watershed groups and maintaining open communication with the Oldman Watershed Council and Cows and Fish.

## **7. Roadside Mowing**

**2021 Budget Amount: \$263,000**

### **Strategy**

To maintain a mowing program that is aesthetically pleasing while also providing: weed control, elimination of sightline issues and snow drift prevention with guidelines provided in Appendix D Roadside Mowing.

### **Level of Service Measures**

- Paved roads will be mowed starting in the beginning of June. Mowing will then be treated on an as-needed basis during the growing season.
- All gravel roads will be mowed twice throughout the growing season commencing in mid-June. If re-growth is minimal a second cut may not be required. **Mowing\_LOS** map indicates the dryland areas of the County where a second cut is typically not required in dry years.



- A deeper cut into the ditch will be completed where there are heavy weed infestations or where there is a possibility of excess vegetation causing snow drift issues.

## **8. Rental Equipment**

### **2021 Budget Amount: Schedule of Fees Bylaw for Rental Rates**

#### **Strategy**

To provide a variety of agriculture related equipment to loan or rent to producers with guidelines provide in Appendix E ASB Rental Equipment.

#### **Level of Service Measures**

- The following pieces of equipment will be available: Brillion Drills, Plastic Mulcher, Tree Planter, and Chisel Plow with Lister shovels, Plastic Roller, Bale shredder and Straw crimper.
- Yearly rental rates will be set on an annual basis through the Lethbridge County **Schedule of Fees Bylaw #20-022.**

## **9. Parks, Cemetery, Hamlet and Subdivision Maintenance**

### **2021 Budget Amount: \$145,000**

#### **Strategy**

To maintain all public areas to a consistent and set standard that Lethbridge County stakeholders can rely on as described in the following Appendix F Parks, Cemetery, Hamlet and Subdivision Maintenance.

- Parks Vegetation Management
- Playgrounds and Trail Inspection

#### **Level of Service Measures**

##### **Parks**

- Parks will be maintained on an as needed basis from May until October. Cycle times for mowing will vary on moisture conditions, cycling from 10-14 days between maintenance.
- Playgrounds will be inspected a minimum every two months by an internal staff certified in playground inspection.
- Trail Systems will be inspected twice per year in the Spring and Fall for safety related issues.
- Enhance and renew playground equipment in cooperation with community groups.

**Cemetery**

- Cemeteries will be mowed twice per year unless drought conditions are prevalent and then one occurrence would be necessary.

**Hamlets/Subdivisions**

- Hamlets will be mowed twice per year unless moisture conditions warrant a third pass.
- Back-alley gravel levelling will be completed where needed in the Spring and Fall.

**10. Brushing/Tree Removal/Pruning Program**

**2021 Budget Amount: \$65,000**

**Strategy**

To maintain all Lethbridge County Roadways, Parks and Environmental Reserve land to address overgrowth and hazards created by trees, brush, and general vegetation.

**Level of Service Measures**

- Three (3) staff members will be available for brushing work during the months of November to March when weather conditions allow.
- Priority brushing will be completed where intersection obstruction is noted.
- Brushing will only take place from April to October for downed trees or brush caused by adverse weather conditions.
- Tree maintenance will also be performed in Parks and Environmental Reserves on an on an as needed basis.

**11. Delay of Maintenance Operations**

Vegetation Management on public spaces has many factors that can affect timelines and slow operations. Delay or disruption of services may occur due to the following:

- Weather that is not suitable for maintenance operations
- Equipment breakdowns
- Intense farm activity causing safety considerations.
- Manpower shortage due to illness or other absenteeism
- Municipal emergencies
- Pandemic



## **12. Conclusion**

Lethbridge County ASB activities are a balance between legislated responsibility and levels of service defined by council as representatives of the public. The ASB Grant, which provides supplemental funding, was renewed for a five-year term in 2020 through to 2024, all legislated activity is also set out in this document. Each year reporting on activities is required by the province to ensure the stated commitments are met for both the Legislative and Resource Management Grant stream of funding.

# **Appendices**

## **Guidelines and Procedures**

### **1. Weed Control and Vegetation Management**

- A. Integrated Weed Management
- B. Weed Extension and Inspections
- C. Weed Notices
- D. Leafy Spurge and Knapweed Vegetation Management
- E. Prohibited Noxious Weed Control

### **2. Agricultural Pest Act Polices**

- A. Surveys
- B. Live Traps
- C. Norway Rat
- D. Coyotes
- E. Skunks
- F. Grasshopper Control

### **3. Soil Conservation Act**

- A. Soil Conservation Management

### **4. Roadside Mowing**

- A. Roadside Mowing

### **5. Rental Equipment and ASB Schedule of Fees**

- A. ASB Rental Equipment
- B. Schedule of Fees/ASB Related Portion of Bylaw #20-022

### **6. Parks Polices**

- A. Parks Vegetation Management
- B. Playground and Trail Inspection

### **7. Maps**

- A. Roadside Mowing
- B. Roadside Spray Program

## **Appendix A – Weed Control and Vegetation Management**

### **Guidelines and Procedures**

#### **A. Integrated Weed Management**

- i. To control weeds in Lethbridge County on a timely basis; to ensure compliance with the Weed Control Act.
- ii. Paved and oiled roads will receive first priority.
- iii. Spraying will be carried out on a three-year rotation within the County. The areas are as follows:
  - Area 1 – All right-of-way west of RR-23-0 north of 519, west of 22-0 south of 519 and west of Highway 4 south of Lethbridge.
  - Area 2 – All right-of-way south and east of the Oldman River and east of Highway 4.
  - Area 3 – All right-of-way east of RR 23-0 north of 519 and south of 519 east of RR 22-0. The areas not scheduled for spraying will receive spot treatment.
- iv. Weeds that become too mature to be effectively controlled with chemicals or that are located too close to sensitive crops will be mowed to control the spread of seeds. It is recognized that inclement weather could prevent carrying out portions of the LOS.
- v. Only chemicals registered for right-of-way use will be utilized.
- vi. Spray truck operators will shut off past all farmsteads and where canals, drains, sloughs and ponds encroach on the road allowance. Booms will also be turned off 100 meters on either side of visible beehives.
- vii. Landowners that do not want their road allowances sprayed must visibly post DO NOT SPRAY signs far enough in advance to allow sufficient time for the operator to react. Signs will be made available at the Agricultural Office in Picture Butte. Landowners must sign a "No Spray Zone" Agreement with Lethbridge County.
- viii. The County's rights-of-way will not be considered as a "buffer zone" for organic farming purposes.
- ix. Operators will only spray when weather and wind conditions warrant and will keep a daily log of roads sprayed, weather conditions, wind direction and speed and the PCP number of the chemical being applied.
- x. Difficult to control noxious or prohibited noxious weeds located in rights-of-way in small, contained infestations will be mowed, pulled or hand-sprayed with a selective herbicide registered for control of the specific species involved.
- xi. The roadside spraying program will be advertised prior to commencement.
- xii. Roadside spraying will be coordinated to ensure the roadside mowers and spray trucks are not duplicating efforts.

#### **B. Weed Inspections**

- i. The Weed Inspector will enforce the Provincial Weed Control Act during the growing season from May to September.

- ii. The Inspector shall make personal contact with landowners or landholders to provide extension material on weed control where necessary.
- iii. The Inspector shall carry out his functions under the supervision of the Supervisor of Agriculture Services or his designate.
- iv. Good public relation skills will be always exercised with a firm but fair attitude.

#### C. Weed Notices

- i. Notices to remedy a weed problem will be issued at the discretion of the Supervisor of Agriculture Services or his designate.
- ii. Notices will be issued under the provisions outlined under the current Provincial Weed Control Act.
- iii. When a notice is issued and compliance is lacking, remedial work will be carried out either by the County or by contractor and the charges will be applied against the landowner.
- iv. Where payment is not received for remedial work, the amount owing shall be placed on the tax roll as an additional tax against the land concerned.
- v. Where a notice is issued and in the judgement of the Supervisor of Agriculture Services or his designate prosecution in a Court of Law appears to be the only alternative, the matter shall first be reviewed by the ASB Committee before legal action is initiated.

#### D. Leafy Spurge and Knapweed

- i. During the growing season, the ASB will send operators to systemically check, treat, and map Knapweed and Leafy Spurge along the bed and shore and vacant public lands of river systems. The costs associated with this program are covered through the ASB grant and a grant from Alberta's Environment Department.
- ii. Landowners adjacent to the bed and shore will be encouraged to treat these weeds on their land and, if necessary, information will be provided by the County's Weed Inspector on how they can achieve effective results.
- iii. If the landowner does not respond to treatment requests for these species, a weed notice will be issued.

#### E. Prohibited Noxious Weeds

- i. When a prohibited noxious weed infestation is discovered or reported, a thorough inspection will be conducted by the County to determine the area affected and the number of plants present.
- ii. A Weed Notice shall be issued to the landowner with a copy made available to the occupant, if applicable, and shall be served as outlined under the Weed Control Act.
- iii. When an infestation occurs in a row crop, the owner or occupant will have the option to hand rogue the field as many times as the Weed Inspector deems necessary in order to destroy all prohibited noxious plant material or spot spray the weeds and/or affected plants with a non-selective herbicide registered for control of the prohibited noxious weed present. All plant material will be subject to disposal as directed by the Weed Inspector.

- iv. The only other option available when a prohibited noxious weed occurs in a row crop where rogueing or spot spraying is not feasible, or, in the opinion of the Weed Inspector, has not been carried out effectively, will be the total destruction of all vegetation in the prohibited noxious weed infested area:
- v. Firstly, through the application of a non-selective herbicide to the entire infested area and secondly, by plowing under the entire infested area.
- vi. Harvesting of a row crop that has been declared free of prohibited noxious weeds by a Weed Inspector will be carried out under the direct supervision of the Weed Inspector in order to reduce the chance of cross-contamination of soil and plant material with other producers.
- vii. In areas other than row crops where prohibited noxious weeds occur, the Weed Inspector shall determine which method will be initiated in order to destroy all plants and plant material present.
- viii. Persons failing to comply with this notification will be subject to the provisions as set out under the Weed Control Act.

#### F. Clubroot Inspection and Control

##### 1. Field Surveys

- i. Yearly inspections for Clubroot in canola will be completed by Agricultural Services Staff.
- ii. Clubroot survey method, reporting form and calculation of disease incidence must follow standard protocols (sampling techniques) provided by the Alberta Clubroot Management Committee.
- iii. Positive identification of Clubroot of canola shall be confirmed by certified laboratory testing. Samples are to be submitted to two independent accredited laboratories and samples declared positive must be confirmed by both laboratories.

##### 2. Disease Spread Reduction

- i. Where Clubroot is confirmed a "Notice to Control Pests" shall be issued pursuant to the Agricultural Pests Act, to any landowner found to own the land infested with clubroot.
- ii. The "Notice to Control Pests" may include any or all of the following conditions:
  - a) The growing of canola, mustard and brassica crops shall be prohibited for a period of 4 years.
  - b) After four years, the following canola crop must be a registered clubroot resistant variety of canola, and the landowner/tenant must notify the Supervisor of Agricultural Services, in writing of their intent to grow a Clubroot resistant canola variety.
  - c) The owner or occupants disturbing the soil will be required to follow the "Best Management Guidelines" set out by Alberta Agriculture in the Clubroot Management Plan to reduce the spread of the disease through movement of soil or equipment.
  - d) All other users of the said field(s) must adhere to the same best management practices for Clubroot sanitation.
- iii. Prohibited crops grown within a four-year period will be destroyed using any appropriate means.

- iv. Upon issuance of a “Notice to Control Pests”, all neighboring landowners, and all industries known to have a genuine commercial interest on that field will be notified by writing of the confirmed positive Clubroot location.
- v. Canola growers in high-risk situations should follow traditional Canola rotation recommendations (1 in 4) years. Although this will not prevent the introduction of Clubroot to clean fields, long rotations will keep introductions of Clubroot at low levels.
- vi. This guideline and procedure should be reviewed within one year of a positive Clubroot result in Lethbridge County.

G. Seed Cleaning Plants

- i. Seed cleaning plants in the County and City of Lethbridge, or Village or Town whose borders are surrounded by the County will be inspected as outlined in the Weed Control Act, Seed Cleaning Plant Regulations.
- ii. Seed plants will be inspected once a year by the Supervisor of Agriculture Services or his designate.
- iii. A minimum of 20 samples per plant will be collected randomly through the year and licenses will be based on this criteria in conjunction with the licensing form as provided under the Seed Cleaning Regulations of the Weed Control Act.

## **Appendix B – Pest Control and Management**

### **Guidelines and Procedures**

#### **A. Surveys**

- i. At the request of senior government, agricultural related surveys will be undertaken by the ASB, such as the Blackleg and Clubroot in Canola, Ring rot in Potatoes, Fusarium in cereals and the Grasshopper Forecast survey.
- ii. The Supervisor of Agriculture Services will insure that prior to any survey being undertaken, an agreement has been reached outlining how the survey is to be cost shared and how the survey will be conducted.
- iii. Surveys will be completed as close to the optimum time of the year as possible, with due consideration given to staffing requirements for other programs.

#### **B. Live Traps**

- i. Live traps will be made available to County residents to enable them to control Magpies, raccoons, or skunks on land they own or land that is under their control.
- ii. The landowner or lessee will be required to complete a Use Agreement which will include name, address, legal land description, telephone number and signature. This agreement will also stipulate that traps are to be loaned out for no longer than 30 days.

#### **C. Norway Rat**

- i. All reported sightings will be investigated immediately as they are received, if in the opinion of the Supervisor of Agriculture Services or his Assistant, they are valid.
- ii. Where a subsequent investigation reveals a positive sighting and the animal(s) cannot be readily detected or removed, the Provincial Rat Specialist will be contacted for assistance.
- iii. In both positive and negative sightings, the individual(s) who originally submitted the sighting will be personally contacted to reveal the outcome of the investigation.

#### **D. Coyotes**

- i. All complaints involving Coyote predation on domestic livestock will be investigated as soon as feasibly possible.
- ii. The investigating officer, as outlined under the Agricultural Pests Act will determine the best method for eliminating the predator responsible.
- iii. Where a producer is issued poison or snares, the appropriate forms will be filled out and signed prior to the release of these control devices.
- iv. In particularly difficult cases the Provincial Predator Control Specialist will be contacted to assist the producer.

#### **E. Skunks**

- i. All complaints involving skunks where the animal is acting abnormally will be dealt with immediately. Residents in rural areas will be encouraged to eliminate the skunk immediately without destroying the head or brain.

- ii. The investigating Officer will trap or eliminate any skunk acting abnormally, should the resident not have the means at his disposal to eliminate the animal.
- iii. The Provincial Wildlife Disease Specialist will be contacted to determine the process of having the animal tested at Animal Disease Research Institute (ADRI). Any results of this action will be shared with the resident.
- iv. If the results return positive, the Provincial Wildlife Disease Specialist will organize the necessary control measures in cooperation with the Supervisor of Agriculture Services and ADRI. The Canadian Food Inspection Agency will be notified and in-charge when a positive is found.
- v. Live traps will be made available to residents wishing to remove nuisance skunks from their property. Traps will be loaned out in accordance with Live Traps guideline and as per Schedule of Fees Bylaw.

F. Grasshopper Control

- i. Lethbridge County recognizes the need to provide guidelines for landowners who wish to control the severity of grasshopper infestations on County owned rights-of-way adjacent to their property.
- ii. The County will permit landholders (landowner or lessee) to perform grasshopper control on County owned right-of-way adjacent to their lands if approved by the Supervisor of Agriculture Services or his designate.
- iii. The Landholder wishing to control Grasshoppers on adjacent right-of-way must carry out control methods that minimizes risk to road traffic.
- iv. Any application for grasshopper control must include a signed waiver agreement prior to control measures taking place.
- v. For control measures to be approved grasshopper numbers must be above the economic threshold as per provincial guidelines.
- vi. Control work must include the use of an approved bran formulation registered for use on grasshoppers and be applied in accordance with label directions.



## **Appendix C - Soil Conservation Management**

### **Guidelines and Procedures**

#### **A. Soil Conservation**

- i. Lethbridge County's ASB recognize the protection of the soil quality and integrity is vital to agricultural and environmental sustainability and is mandated by the Soil Conservation Act to prevent loss or deterioration
- ii. Soil Conservation notices will be issued at the discretion of the Supervisor of Agriculture Services or his designate under the provisions as outlined under the current Soil Conservation Act and any amendments to the Act.
- iii. When a notice is issued and compliance is lacking, remedial work will be carried out either by the County or a Contractor designated by the County. Remedial work may include work done in the field to mitigate erosion or the cleaning of County owned roadways or drainage ditches where soil deposits have accumulated.
- iv. When cleaning of County owned roadways and drainage ditches are involved, landowner will be forwarded a notification of the impending work to be undertaken along with an estimate of the cost of the project. Costs for the work will be calculated at the Alberta Roadbuilders and Heavy Construction Association current rates as per the Schedule of Fees Bylaw.
- v. When the remedial work is complete the legal titled landowner responsible will be issued an invoice. If the invoice is left unpaid after the due date the amount will be subject to all penalties and interest charges. All outstanding invoices exceeding 120 days will be placed on the County tax roll and collected.
- vi. Where a notice is issued and in the judgement of the Supervisor of Agriculture Services prosecution in a Court of Law appears to be the only alternative, the matter shall first be reviewed by the ASB Committee before legal action is initiated.

## **Appendix D – Roadside Mowing**

### **Guidelines and Procedures**

#### **A. Roadside Mowing**

- i. This program will be developed, planned and implemented by the Agricultural Department, in conjunction with Public Works operations.
- ii. Paved or oiled roads will be mowed beginning in June on an as-needed basis during the growing season.
- iii. If necessary, all gravel roads will be mowed twice throughout the growing season commencing in mid-June. If re-growth is minimal, a second cut may not be required.
- iv. It is recognized that inclement weather, such as an early winter could prevent the completion of the program.
- v. All grader operations will be carried out in a manner that will not seriously affect the efficiency of the mowing operations.
- vi. Spraying of roads will be coordinated to complement the Roadside Mowing Program whenever possible.

## **Appendix E – ASB Rental Equipment**

### **Guidelines and Procedures**

#### **A. Rental Equipment**

- i. ASB rental equipment is to be used only on land located within Lethbridge County boundaries.
- ii. An up-to-date ASB equipment list and fees will be advertised annually.
- iii. A list of applicants will be kept in chronological order and distribution will be on a first-come, first-serve basis, as near as practical.
- iv. County personnel will arrange for movement between farms.
- v. The applicant is responsible for the service, cleaning and maintenance of the equipment before it is returned to the County and passed onto the next applicant.
- vi. The applicant will provide a suitable tractor and a competent operator where applicable.
- vii. Co-operators will be assessed a per acre user fee or a maximum per day charge as per the Schedule of Fees Bylaw.
- viii. The program will be evaluated each year and necessary LOS or guideline changes will be implemented at that time.

## **Appendix F – Parks, Cemetery, Hamlet and Subdivision Maintenance**

### **Guidelines and Procedures**

#### **A. Parks**

- i. The County Parks Department will be an extension of the Agricultural Department;
- ii. The Parks department consists of the following:
  - a. All municipal designated hamlet playgrounds and equipment.
  - b. Municipal designated green space and walking paths.
  - c. Inactive municipal school yards.
  - d. Maintenance at the following cemeteries: Elinor, Albion Ridge, White Lake and Barons.

### **Guidelines and Procedures**

#### **B. Playground & Trail Inspection**

- i. Trail systems in Lethbridge County will have a semi-annual inspection completed by a qualified designated staff member.
- ii. All inspections shall be recorded on the appropriate forms which include:
  - a. Any hazardous or potentially hazardous conditions.
  - b. Any corrective action taken to address conditions.
  - c. Date of inspection and signature of inspector.
  - d. All completed trail inspection forms shall be forwarded to the Supervisor of Agriculture Services for review.
- iii. Supplemental
  - a. Playground equipment and Trails will also be inspected when mowing crews visit each site for maintenance.
  - b. Mowing crews will conduct a visual inspection of the equipment or trail and note any deficiencies and corrective action taken.
  - c. This inspection will include the removal of any debris, broken glass, foreign objects, etc. from the immediate area.
  - d. If equipment or trail deficiencies cannot be corrected by the operator, caution tape shall be erected around the damaged area and notify the qualified designated staff who will schedule the necessary corrective action.