



# AGENDA

## Agricultural Service Board Meeting

9:30 AM - Thursday, September 9, 2021  
Council Chambers

Page

	<b>A. CALL TO ORDER - OPENING REMARKS</b>
	<b>B. AMENDMENTS/DELETIONS - CONFIRMATION OF AGENDA</b>
	<b>C. CONFIRMATION OF MINUTES</b>
3 - 4	1. <b><u>April 8, 2021 - Agricultural Service Board Meeting Minutes</u></b> <a href="#"><u>Agricultural Service Board - 08 Apr 2021 - Minutes</u></a>
	<b>D. BUSINESS ARISING OUT OF MINUTES</b>
	<b>E. REPORTS</b>
5 - 8	1. <b><u>Supervisor of Agriculture Services Report</u></b> <a href="#"><u>Supervisor of Agricultural Services Report</u></a>
	<b>F. APPOINTMENTS</b>
9 - 10	1. <b><u>Clean Farms Agriculture Plastics Recycling Presentation</u></b> <a href="#"><u>Clean Farms Agriculture Plastics Recycling Presentation</u></a>
	2. <b><u>Alan Efetha - Alberta Agriculture Regional Liaison Rep</u></b>
	<b>G. NEW BUSINESS</b>
11 - 12	1. <b><u>South Region Agriculture Service Board Conference October 6th, 2021/Cardston County</u></b> <a href="#"><u>South Region Agriculture Service Board Conference October 6, 2021/Cardston County</u></a>
13 - 17	2. <b><u>Agricultural Service Board Terms of Reference</u></b> <a href="#"><u>Agricultural Service Board Terms of Reference</u></a>
18 - 40	3. <b><u>Agricultural Service Board Level of Service</u></b> <a href="#"><u>Agricultural Service Board Level of Service</u></a>

**H. INVITATIONS**

**I. CLOSED SESSION**

**J. ADJOURN**



# MINUTES

## Agricultural Service Board Meeting

9:30 AM - Thursday, April 8, 2021  
Council Chambers

The Agricultural Service Board of Lethbridge County was called to order on Thursday, April 8, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

**PRESENT:**

- Reeve Lorne Hickey
- Councillor Ken Benson
- Deputy Reeve Klaas VanderVeen
- Councillor Morris Zeinstra
- Councillor Robert Horvath
- Councillor Steve S.Campbell
- Councillor Tory T.Campbell
- Director of Public Operations, Jeremy Wickson
- Chief Administrative Officer, Ann Mitchell
- Agricultural Services Supervisor Gary Secrist
- Executive Assistant Candice Robison

**EXCUSED:**

**LATE:**

### A. CALL TO ORDER - OPENING REMARKS

Chairman Steve Campbell called the meeting to order at 9:32 a.m.

### B. CONFIRMATION OF AGENDA

1-2021 Councillor Horvath MOVED that the Agricultural Service Board approve the April 8, 2021 Agricultural Service Board Meeting Agenda, as presented. CARRIED

### C. CONFIRMATION OF MINUTES

#### 1. September 10, 2020 - Agricultural Service Board Meeting Minutes

2-2021 Deputy Reeve VanderVeen MOVED that the Agricultural Service Board approve the September 10, 2020 Agricultural Service Board Meeting Minutes, as presented. CARRIED

Councillor Morris Zeinstra present at 9:34 a.m.

Councillor Ken Benson present at 9:36 a.m.

### D. BUSINESS ARISING OUT OF MINUTES

### E. REPORTS

#### 1. Supervisor of Agriculture Services Report

3-2021 Reeve Hickey MOVED that the Agricultural Service Board receive the report from the Supervisor of Agriculture Services for information. CARRIED

### F. APPOINTMENTS

#### 1. 10:30 AM - 2020 ASB Program Visit Report/Alan Efetha - Alberta Agriculture & Forestry

ASB Chairman Steve Campbell welcomed Mr. Alan Efetha from Alberta Agriculture & Forestry at 10:30 a.m. Council introduced themselves to Mr. Efetha. Mr. Efetha reviewed the ASB Field Visit Report and ASB Grants with the Agricultural Service Board.

4-2021      Councillor      MOVED that the Agricultural Service Board approves the ASB Field  
Zeinstra      Visit Report from Alan Efetha as information.  

CARRIED

G.      **NEW BUSINESS**

1.      **Agricultural Service Board Policy #614 Soil Erosion Amendment**  
5-2021      Reeve      MOVED that the Agricultural Service Board approves Policy #614 -  
Hickey      Soil Erosion as amended and that the policy revisions be forwarded to  
the May 6, 2021 Regular Meeting of Council.  

CARRIED

  
6-2021      Deputy      MOVED that Agricultural Service Board rescinds Policy #340 and  
Reeve      #615 - Charge Back for Blow Dirt Cleanup, to be forwarded to the  
VanderVeen      May 6, 2021 Regular Meeting of Council.  

CARRIED

H.      **INVITATIONS**

I.      **CLOSED SESSION**

J.      **ADJOURN**

7-2021      Councillor      MOVED that the Agricultural Service Board Meeting adjourn at 11:39  
Benson      a.m.  

CARRIED

\_\_\_\_\_  
ASB Chairman

\_\_\_\_\_  
CAO

# AGENDA ITEM REPORT



**Title:** Supervisor of Agriculture Services Report  
**Meeting:** Agricultural Service Board - 09 Sep 2021  
**Department:** Agriculture Service Board  
**Report Author:** Gary Secrist

## APPROVAL(S):

Jeremy Wickson, Director of Public Operations,  
Ann Mitchell, Chief Administrative Officer,

Approved - 04 Aug 2021  
Approved - 16 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

This is the Supervisor of Agriculture Services Report for the September 9, 2021 Agriculture Service Board meeting.

## RECOMMENDATION:

That the Agriculture Service Board receives the report from the Supervisor of Agriculture Services for information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Agriculture Service Board is given the report verbally by the Supervisor of Agriculture Services and given the opportunity to receive clarification if required. The report is accepted for information.

## BACKGROUND INFORMATION:

### Agriculture Service Board (ASB) Grant

The ASB Provincial Grant allocation for 2021 was received in late June. Our current grant amount per year is \$123,000 for the Legislative Stream and \$91,000 for the Resource Management component.

### Mowing

- The first cut of all gravel roads is complete at this time; the second cut is well underway. The second cut will focus on alleviating snow trap areas.
- Hamlets and subdivisions have received a second cut. A second cut on our paved roads has also been completed. Some of our paved roads will see the third cut this year as the gravel mowers pass by.
- Mowing was also done for weed control in areas where spraying was not possible. This mostly occurred on roads with very narrow right of way in the dryland areas.

### Weed Control

- Most of the roadside spraying took place in Divisions 4, 5 and 6 this year with spot spraying being done throughout the County. Increased spot spraying was performed in areas where the mowers are last to arrive. We will be doing some spot spraying of thistle areas in all divisions into the fall as weather permits.
- Custom spray work was performed for Volker Stevin on Provincial Highways. Revenue from this work was just over \$28,000.
- The road top vegetation control truck was busy assisting the division grader operator to deal with excess vegetation on the shoulders. A combination of pre-emergent and contact herbicides has proven to work very well.
- Weed inspections are ongoing and notices have been issued where warranted.
- Bio-Control agents for Leafy Spurge were released in six spots in the County. Results from past drops were being monitored and it appears the flea-beetle for Leafy Spurge is taking a foothold. Past Knapweed agents are also proving to be successful.

### Pest Control

- The annual grasshopper survey showed numbers increasing this year due to the dry weather conditions. Look for this trend to continue if things stay dry.
- Nine fields were inspected for bacterial ring rot with no suspect plants found.
- Canola surveys for Blackleg and Clubroot have been completed.
- The bertha army worm survey was carried out by ASB staff once again this year with numbers rising slightly.
- A total of 1394 bottles of strychnine was sold for Richardson Ground Squirrel control as we sold out of product in mid-June. This was the last year municipalities were allowed to sell the product and producers have through the 2022 season to use up any leftover amounts.
- A private trapper was hired for two weeks to trap skunks for rabies detection. The focus area was the north end of the Broxburn Road near the Oldman River.
- A private contractor was hired by The Society to Prevent Dutch Elm Disease to do a survey for Dutch Elm in the Diamond City area. No suspect trees were found.

### Soil Erosion

- The winter and spring of 2021 saw large scale wind events that created severe instances of soil erosion. Producers were reminded of their obligations under the Soil Conservation Act through social media, the Sunny South News and a Public Services Announcement. The Agriculture Service Board also worked with some members of the South Region and Farming Smarter to produce a number of articles that will be used proactively to educate producers on the subject.

### Roadside Seeding

- ASB crews undertook the seeding of drains and road construction. This includes rock removal, disking, mowing and seeding.

### Equipment Rental

- Brillion drill rental has been very steady, mostly being utilized for small area plantings. Annual revenue has averaged around the \$2,000 mark. This season's rentals currently sit at 25 users with \$3,750 in revenue.
- Plastic Baler use continues to be steady with most use occurring in early spring. Several pilot projects run by Clean Farm and DBS Environmental have increased the amount of plastic being recycled in our municipality.
- Skunk, raccoon and magpie trap usage has been very busy throughout the year.

### Parks

- Park, playground and shop yard maintenance is ongoing including monthly equipment inspections. In 2021 we saw a reduction in effort needed in this area due to drought like conditions in dry-land parks.
- Cemeteries were mowed and weed whipped twice.
- In 2021 budget was allocated to do improvements at the Monarch Playground. In working with the community and school it was decided to push the project to 2022.

#### Other

- A 5,000 donation was made to the Farm Safety Centre through the ASB budget.
- The Farm Family Award was not presented in 2020 or 2021. The Slomp family holds our nomination until the next time the award is presented.
- A Farmer Pesticide Course was planned as a virtual event in the winter of 2021 but was cancelled due to minimal registrations.
- The South Region Conference will be held on October 6, 2021, in Cardston County.
- The Agriculture Service Board Conference will be held in January in Edmonton.

#### Resource Management Stream

- **County Newsletter** – The targeted goal is to have a newsletter published three times a year (March, June, November) which has been retitled "Rural Living and Ag Extension. Making new contacts and meeting new people/organizations/landowners within the County and Alberta has expanded the network.
- **Floating Islands** – Organized and acquired plants for the donated islands. Acquired water samples to determine the type of plants best suited for the pond. Been in contact with Tannas Environmental to purchase four more islands that will be used as a showcase piece to producers and the public. An article will be developed and followed by informative signs placed at Broxburn for public users to read and be informed.
- **Informing the Public** – Once a week, send out what's that weed or what's that bug on social media until the end of August. Informing the public through other events or news through social media posts increases public collaboration and positive interactions.
- **EFP Training** – The review of two sites with a trainer to assist with EFP's for producers. Once the EFP is reviewed with the trainer, the staff will become certified technicians.
- **CAP funding** – Working on CAP Funding with farmers upon completion of EFP training.
- **Beetle Drops** – Dropped beetles in two spots along the Oldman Watershed Mainstem Group and other areas along the river within the County.
- **Oldman River Mainstem Watershed Group** – Will be attending a meeting with the group within July or August.
- **Alberta Agroforestry Crop Reporting** – Completed once a month.
- **Events** – Attended the Thanks For Farming Tour, having received tickets for placing info about them within our Newsletter and expanded the network of contacts. Attended Oldman Watershed Council's Annual report on projects being done/completed.
- **Field Day on Riparian Health and Best Management Practice's** – Working with Cow's and Fish on doing Field Days and discussing Riparian Health and their importance (utilizing off-site watering systems and BMP's).
- **Agroclimate Impact Report** – Completed once a month.
- **Water sites** – Set up watering sites within the County's Riparian Area for summer/fall use.

*Respectfully Submitted by Gary Secrist  
Supervisor of Agriculture Services*

#### **ALTERNATIVES / PROS / CONS:**

That the report not be received for information.

**FINANCIAL IMPACT:**

None

**REASON(S) FOR RECOMMENDATION(S):**

To update the Agriculture Service Board on activities.



# AGENDA ITEM REPORT



**Title:** Clean Farms Agriculture Plastics Recycling Presentation  
**Meeting:** Agricultural Service Board - 09 Sep 2021  
**Department:** Agriculture Service Board  
**Report Author:** Gary Secrist

## APPROVAL(S):

Jeremy Wickson, Director of Public Operations,  
Ann Mitchell, Chief Administrative Officer,

Approved - 03 Aug 2021  
Approved - 09 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

Tammy Shields from Clean Farms is present today to give an update on Agriculture Plastic Recycling and Pilot Programs that have been running in Lethbridge County.

## RECOMMENDATION:

That the presentation from Ms. Tammy Shields, Clean Farms, be received for information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

To receive agriculture presentations for information.

## BACKGROUND INFORMATION:

Clean Farms is a not-for-profit industry led organization that provides solutions for agriculture plastic recycling across Canada. In Lethbridge County they are involved with recycling activities including: silage plastic and grain bags, twine and pesticide containers. More recently there have been pilot projects involving these activities run in Lethbridge County to encourage producers to increase Agriculture recycling. Properly rolled or folded Grain Bags and Silage Plastic is currently being accepted at the Iron Springs Transfer Station.

## ALTERNATIVES / PROS / CONS:

That Council do not receive the presentation for information.

## FINANCIAL IMPACT:

None

**REASON(S) FOR RECOMMENDATION(S):**

To keep the Lethbridge County Agricultural Service Board informed on Agriculture Plastic Recycling Programs that are happening in our municipality.

# AGENDA ITEM REPORT



**Title:** South Region Agriculture Service Board Conference October 6th, 2021/Cardston County  
**Meeting:** Agricultural Service Board - 09 Sep 2021  
**Department:** Agriculture Service Board  
**Report Author:** Gary Secrist

## APPROVAL(S):

Jeremy Wickson, Director of Public Operations,  
Ann Mitchell, Chief Administrative Officer,

Approved - 03 Aug 2021  
Approved - 09 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The South Region Agricultural Service Board Conference will be hosted by Cardston County on October 6th, 2021. When more information becomes available it will be forwarded to Council.

## RECOMMENDATION:

That the Agriculture Service Board recommend to County Council that any member of the Agriculture Service Board wishing to attend the South Region conference in Cardston County on October 6th, 2021 be permitted to do so.

## PREVIOUS COUNCIL DIRECTION / POLICY:

In previous years the Agriculture Service Board has recommended to County Council that any member of the Agriculture Service Board wishing to attend the South Region conference be permitted to do so.

## BACKGROUND INFORMATION:

The South Region Agricultural Service Board Conference rotates around the South Region each year. This years' Conference will be held in Cardston County.

## ALTERNATIVES / PROS / CONS:

That County Council not attend this event.

## FINANCIAL IMPACT:

The cost to attend the South Region Conference is usually under \$60 with lunch included for each member of Council or Staff to attend.

**REASON(S) FOR RECOMMENDATION(S):**

To be a participating member of the South Region Agricultural Service Boards and foster good working relationships in the agriculture community. To take part in the Regional Resolution Process.

# AGENDA ITEM REPORT



**Title:** Agricultural Service Board Terms of Reference  
**Meeting:** Agricultural Service Board - 09 Sep 2021  
**Department:** Agriculture Service Board  
**Report Author:** Gary Secrist

## APPROVAL(S):

Jeremy Wickson, Director of Public Operations,

Approved - 02 Sep 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The Agricultural Service Board has created a Terms of Reference for how the ASB Committee will be structured and function. The Terms of Reference will replace two existing policies that are directly related and will clearly identify the ASB Committee's role and how it is to be structured.

## RECOMMENDATION:

Moved to Council for approval.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Agriculture Service Board currently has two policies that relate to how the ASB Committee will operate and function. ASB Policy #624 Function and Evaluation was last revised in 2016 and ASB Policy #625 Responsibilities was revised in 2017.

## BACKGROUND INFORMATION:

The Agriculture Service Board committee currently has two policies that guide the Committee's responsibilities, function and evaluation. The Terms of Reference Document will combine these policies into a single document that will better describe the committee's roles, responsibilities and how it will be formed.

## ALTERNATIVES / PROS / CONS:

Creating a more detailed Terms of Reference document for the Agriculture Service Board Committee will provide a clear understanding of the committees role and how it will function.

## FINANCIAL IMPACT:

There is no financial implication.

**REASON(S) FOR RECOMMENDATION(S):**

To provide Council with a template that clearly defines the structure and roles of the Agricultural Service Board.

**ATTACHMENTS:**

[Agricultural Service Board Terms of Reference](#)



## **Lethbridge County Agricultural Service Board Committee Terms of Reference**

### **Purpose**

The purpose of the Agricultural Service Board (hereinafter referred to as the ASB) Committee is to advise and assist County Council on matters that relate to agriculture related activities and regulatory service issues. The ASB was formed as a working group to facilitate decisions and policy making with respect to the administrative and governance opportunities and challenges of the Agriculture Services Department. The Committee will have the responsibility to provide Administration with direction on development of administrative directives, policies and bylaws.

The ASB administrative staff will review and provide recommendations to Council designed to support farming practices, improve the economic welfare and prosperity of local and regional farming activities, and to develop agricultural policies to meet the needs and level of service requirements of the municipality.

### **Scope**

The Agricultural Service Board Act Section 2 provides the legislated authority and lays out the roles of ASB's in Alberta. The following duties and responsibilities described in the ASB Act will apply:

- To act as an advisory body, and to assist the council and the Minister of Agriculture and Forestry in matters of mutual concern.
- To advise on and to help organize and direct weed and pest control and soil and water conservation programs under Provincial legislation.
- To assist in the control of livestock disease under the Animal Health Act.
- To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
- To promote and develop agricultural policies to meet the needs of the municipality.

The following legislation enables ASB's to carry out the duties described in the ASB Act:

1. Alberta Weed Control Act;
2. Alberta Soil Conservations Act;
3. Alberta Agriculture Pest Act; and
4. Animal Health Act.



### **Official Formation & Participants**

The Committee will be established as per the ASB Act Section 3 in conjunction with the Municipal Government Act stipulation in Section 146 Composition of council committees that a council committee may consist of the entirety of councillors or as determined.

The Committee is comprised of all members of Council to be appointed at the Annual Organizational Meeting. A Committee Chair and Co-Chair will be appointed by the Committee and will act as the provincial ASB representation for voting purposes, with a designated alternate.

The Committee will also include the Chief Administrative Officer (CAO), Director of Public Operations and the Supervisor of Agricultural Services (appointed as per Section 8 of the ASB Act), who will be responsible as the Committee's Administrators. The administrative positions are non-voting and will only provide the Committee with the administrative and technical support necessary to meet the Committee's needs.

The Supervisor of Agricultural Services in conjunction with the Executive Assistant to the CAO or delegate will be responsible for scheduling meetings, preparing agendas and keeping meeting notes or minutes.

### **Goals and Objectives**

Evaluation of current levels of service levels and to recommend applicable service changes to be forwarded to County council. The objective is to address local and regional challenges, research new opportunities and make recommendations that support the County's Councils Strategic Plan.

The Agriculture Service Departments Mission Statement and Department Core Activities are in support of the goals and objectives to meet the needs of its residents and local stakeholders effectively and efficiently. The role of the ASB is to encourage safe farming practices while performing all of the duties and responsibilities of an accountable ASB.

### **Governance**

Decisions will be reached by consensus of the Committee members. Voting will be recorded as "Moved" and "Carried" or "Defeated".

### **Meetings**

The Committee is responsible to Council and will report its deliberations to Council through its minutes and the Committee Chair as needed. The Committee will review its terms of reference at its final meeting of each fiscal year and submit any recommendations for change to the Council.

Meetings will be held regularly as needed and a minimum of twice per year, additional meetings will be as required if determined by the Chair.





Agendas for the meetings will be emailed to each Committee member and Administration prior to the meeting date. On the day of meeting a hard copy will be required if requested by a Committee member in advance of meeting.

#### **Authority and Responsibilities**

The Committee is accountable to Council and shall not be entitled to sub-delegate all or any of the powers and authority delegated to it. The Committee may not implement or authorize any action that is the responsibility of Council.

#### **Quorum**

A quorum will require a minimum of four voting members of the Committee to attend the meeting in addition to the quorum requirements

#### **Review**

The ASB Terms of Reference will be reviewed every five (5) years, from date of approval.

# AGENDA ITEM REPORT



**Title:** Agricultural Service Board Level of Service  
**Meeting:** Agricultural Service Board - 09 Sep 2021  
**Department:** Agriculture Service Board  
**Report Author:** Gary Secrist

## APPROVAL(S):

Jeremy Wickson, Director of Public Operations,

Approved - 02 Sep 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The Agricultural Service Board has created a Level Of Service document to formalize the activities performed by the department. The document mirrors our Agricultural Service Board Grant Agreement and sets a baseline for the Level of Service we provide. Each year as the budget is set the Level of Service document will be brought forward to council with revisions which will adjust the service levels to increase or decrease activities.

## RECOMMENDATION:

Moved to Council for approval.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council has previously approved numerous Agriculture Department policies that have represented a guide for the Level of Service we provide.

## BACKGROUND INFORMATION:

An Agricultural Service Board Level of Service Document will provide a clear and measurable target for ASB activities that will be set annually by Council. Modifications to the document must take into consideration our baseline obligations under the ASB Grant. This document will be available to the public who will gain a better understanding of the service levels provided and through public engagement will be able to offer input on these levels.

## ALTERNATIVES / PROS / CONS:

Council can direct change to the LOS to administration to be brought forward for council resolution at a future meeting. This could include increases or decreases which would be estimated by administration for proposed budget changes.

**FINANCIAL IMPACT:**

Budget for 2021 and beyond are contained in the policy. As the LOS changes through council direction the document will be adapted prior to budget so and understanding of service costs can be considered prior to change.

**REASON(S) FOR RECOMMENDATION(S):**

To provide an accurate and measurable LOS that is formed on an approved budget. Administration will work within the budget to deliver the services based on Council priorities and field-level observation of maintenance needs. LOS documents will require flexibility as weather and conditions can be a big factor on delivering Agriculture Services programs.

**ATTACHMENTS:**

[Agriculture Service Board Level of Service](#)

[Mowing LOS Doc 8x11](#)

[SprayArea LOS Doc 8x11](#)

# **Agricultural Service Board Level of Service**



**Created July 2021**

## **Table of Contents**

1. Purpose, Considerations and Level of Service-----	3
• Service Statement -----	3
• Scope of Responsibility -----	3
• Level of Service -----	4
2. Delivery/Support of the Weed Control Act -----	4
• Strategy -----	4
• Level of Service Measures -----	4
3. Delivery/Support of the Agricultural Pests Act -----	5
• Strategy -----	5
• Level of Service Measures -----	5
4. Delivery/Support of the Soil Conservation Act -----	5
• Strategy -----	5
• Level of Service Measures -----	6
5. Support of the Animal Health Act -----	6
• Strategy -----	6
• Level of Service Measures -----	6
6. Resource Management/Rural Extension Program -----	6
• Strategy -----	6
• Level of Service Measures -----	6
7. Roadside Mowing -----	7
• Strategy -----	7
• Level of Service Measures -----	7
8. Rental Equipment -----	7
• Strategy -----	7
• Level of Service Measures -----	7
9. Parks, Cemetery, Hamlet and Subdivision Maintenance -----	8
• Strategy -----	8
• Level of Service Measures -----	8
○ Parks	
○ Cemeteries	
○ Hamlets/Subdivisions	
10. Brushing/Tree Removal/Pruning Program -----	8
• Strategy -----	8
• Level of Service Measures -----	9
11. Delay of Maintenance Operations -----	9
12. Conclusion -----	9

## **Appendices 10-18**

## **Maps 19-20**



## **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 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 roguing 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.

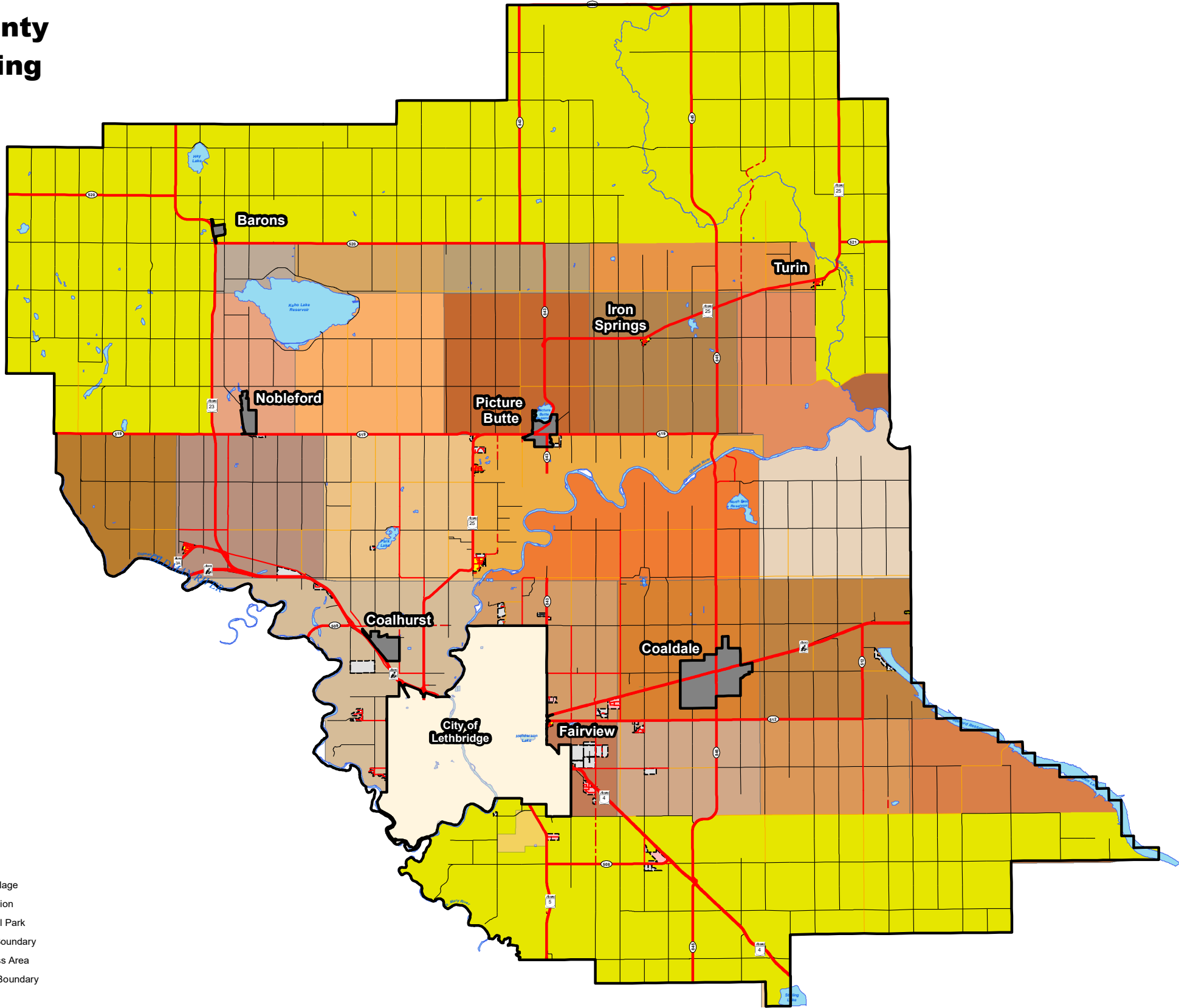
### **Guidelines and Procedures**

#### **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.

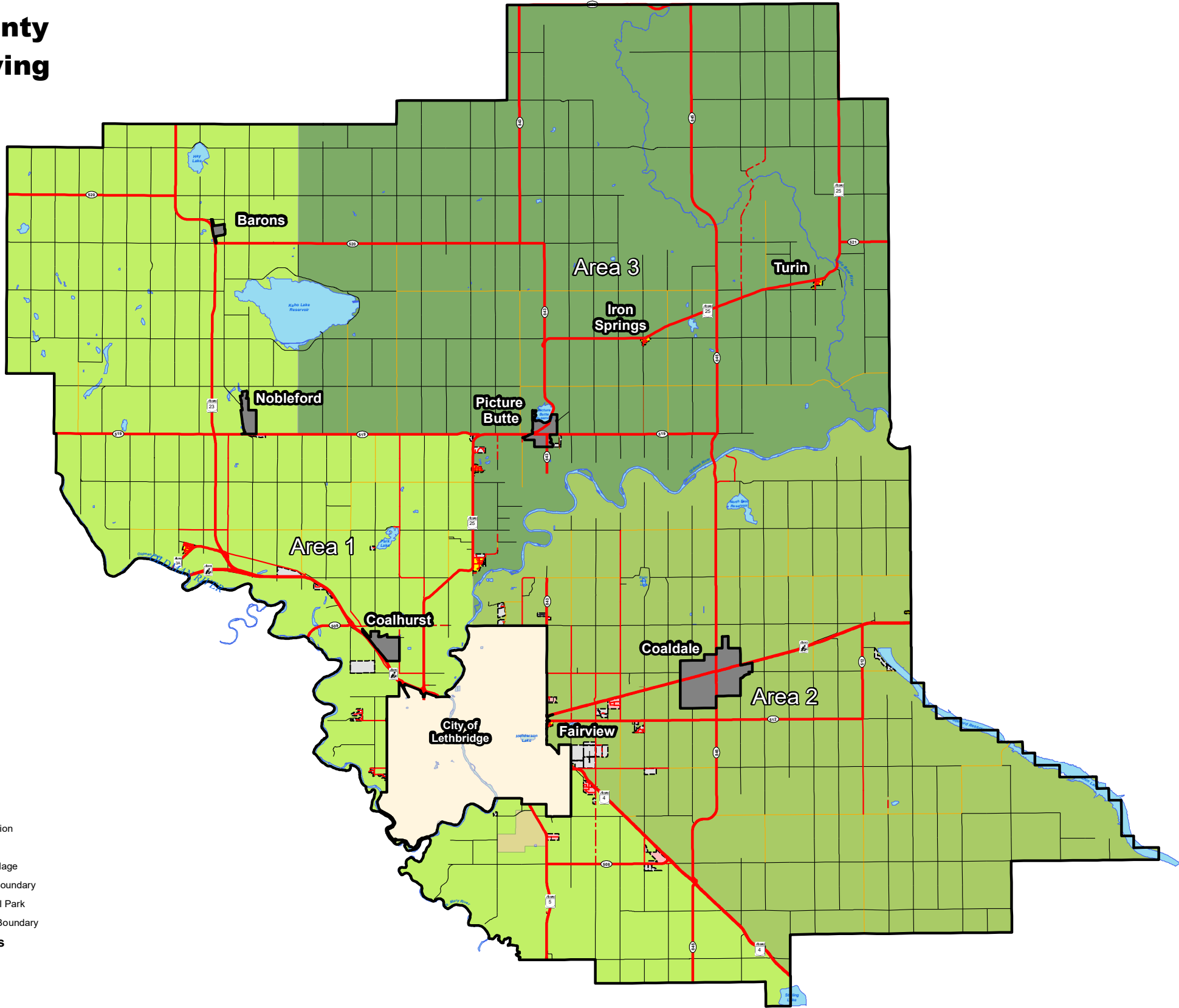
# Lethbridge County Roadside Mowing

Page 22 of 23



# Lethbridge County Roadside Spraying

Page 23 of 23



## Legend

### County Roads

- Gravel
- Gravel (Base Stabilized)
- Paved (HMA)
- Paved (CMA)
- Concrete
- Cement Stabilized
- Provincial Highways

- Subdivision
- Hamlet
- Town/Village
- Airport Boundary
- Industrial Park
- County Boundary

### Spray Zones

- Area 1
- Area 2
- Area 3

