



# AGENDA

## Agricultural Service Board Meeting

9:30 AM - Thursday, April 14, 2022  
Council Chambers

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	<b>A. CALL TO ORDER - OPENING REMARKS</b>
	<b>B. CONFIRMATION OF AGENDA</b>
	<b>C. CONFIRMATION OF MINUTES</b>
2 - 3	1. <u><b>Agricultural Service Board Meeting Minutes</b></u> <a href="#">Agricultural Service Board - 09 Sep 2021 - Minutes</a>
	<b>D. BUSINESS ARISING OUT OF MINUTES</b>
	<b>E. REPORTS</b>
4 - 14	1. <u><b>Supervisor of Agriculture Services Report</b></u> <a href="#">Supervisor of Agriculture Services Report</a>
	<b>F. APPOINTMENTS</b>
15 - 65	1. <u><b>Alan Efetha/Agricultural Service Board Member Training</b></u> <a href="#">Alan Efetha/Agricultural Service Board Member Training</a>
	<b>G. NEW BUSINESS</b>
66 - 89	1. <u><b>Agricultural Service Board Level of Service</b></u> <a href="#">Agricultural Service Board Level of Service</a>
	<b>H. INVITATIONS</b>
	<b>I. CLOSED SESSION</b>
	<b>J. ADJOURN</b>



# MINUTES

## Agricultural Service Board Meeting

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

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

**PRESENT:** Chairman Steve Campbell  
Reeve Lorne Hickey  
Deputy Reeve Morris Zeinstra  
Councillor Ken Benson  
Councillor Klaas VanderVeen  
Councillor Tory Campbell  
Chief Administrative Officer, Ann Mitchell  
Director of Public Operations, Jeremy Wickson  
Agricultural Services Supervisor, Gary Secrist  
Executive Assistant, Candice Robison

**A. CALL TO ORDER - OPENING REMARKS**

Chairman Steve Campbell called the meeting to order at 9:33 a.m.

**B. CONFIRMATION OF AGENDA**

8-2021	Deputy Reeve Zeinstra	MOVED that the Agricultural Service Board approve the September 9, 2021 Agricultural Service Board Meeting Agenda, as presented	CARRIED
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**C. CONFIRMATION OF MINUTES**

**C.A. April 8, 2021 - Agricultural Service Board Meeting Minutes**

9-2021	Councillor VanderVeen	MOVED that the Agricultural Service Board approve the April 8, 2021 Agricultural Service Board Meeting Minutes, as presented.	CARRIED
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**D. BUSINESS ARISING OUT OF MINUTES**

**E. REPORTS**

**E.A. Supervisor of Agriculture Services Report**

Supervisor of Agriculture Services Gary Secrist welcomed and introduced Alan Efetha in his new role as Regional Liaison.

10-2021	Deputy Reeve Zeinstra	MOVED that the Agriculture Service Board receives the report from the Supervisor of Agriculture Services for information.	CARRIED
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**F. APPOINTMENTS**

**F.A. Clean Farms Agriculture Plastics Recycling Presentation**

Davin Johnson and Tammy Shields from Clean Farms were in attendance to provide a presentation on agriculture plastics recycling.

11-2021      Reeve      MOVED that the presentation from Davin Johnson and Tammy  
                 Hickey      Shields, Clean Farms, be received for information.  
CARRIED

Chairman Steve Campbell recessed the meeting at 11:13 a.m.

The meeting reconvened at 11:42 a.m.

**G. NEW BUSINESS**

**G.A. South Region Agriculture Service Board Conference October 6th, 2021/Cardston County**

12-2021      Councillor      MOVED that the Agriculture Service Board recommend to County  
                 T.Campbell      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.  
CARRIED

**G.B. Agricultural Service Board Terms of Reference**

13-2021      Councillor      MOVED that the Agricultural Service Board Terms of Reference be  
                 T.Campbell      recommended to Council for approval.  
CARRIED

**G.C. Agricultural Service Board Level of Service**

14-2021      Councillor      MOVED that the Agricultural Service Board Level of Service be  
                 T.Campbell      recommended to Council for approval.  
CARRIED

**H. APPOINTMENTS**

**H.A. Alan Efetha - Alberta Agriculture Regional Liaison Rep**

Alan Efetha from Alberta Agriculture was in attendance to provide an update on his new role as Regional Liaison.

**I. CLOSED SESSION**

**J. ADJOURN**

15-2021      Reeve      MOVED that the Agricultural Service Board Meeting adjourn at 12:22  
                 Hickey      p.m.  
CARRIED

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ASB Chairman

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CAO

# AGENDA ITEM REPORT



**Title:** Supervisor of Agriculture Services Report  
**Meeting:** Agricultural Service Board - 14 Apr 2022  
**Department:** Agriculture Service Board  
**Report Author:** Gary Secrist

## APPROVAL(S):

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

Approved - 14 Mar 2022  
Approved - 18 Mar 2022

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

This Supervisor of Agriculture Services Report will focus on results achieved in the 2021 season by the ASB Department.

At the September 2021 ASB Meeting the Level of Service (LOS) document was formalized to determine the activities to be performed each year. Moving forward this report will focus on comparing the LOS targets with what was actually achieved.

The ASB department is also accountable for meeting the standards set out in Agricultural Service Board Grant Agreement in which we report back to the province each spring.

## RECOMMENDATION:

That the Supervisor of Agriculture Services report be received for information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

County Council adopted the initial Agriculture Services Level of Service document in the fall of 2021.

## BACKGROUND INFORMATION:

Supervisor of Agriculture Services

April 14, 2022

### ASB Grant

The ASB Provincial Grant is in its current 5 year cycle which runs from 2020 to 2024. Lethbridge County receives \$123,000 for Legislative funding and \$91,000 for Resource Management annually.

### Mowing

- Approximately 5100 miles of gravel and hardtop road slopes were mowed in 2021. Most were mowed twice with a combination of triple gangs and disc mower. Crews were able to cut deeper into the ditch on most paved roads.
- Hamlets and subdivisions were mowed and weed whipped twice; they were also touched up in late fall when gravel roadside mowers were close by.
- Mowing was also done for weed control in hard to spray areas and shoulder pulls where grass was yet to be planted or re-established.

### Weed Control

- The majority of the roadside spraying in 2021 took place in Divisions 4, 5 and 6 with spot spraying throughout the County. Roads that were seeded in 2020 were also sprayed when the grass was mature enough to handle a chemical application. In total over 950 miles of right-of-way were sprayed.
- Bed and shore sites along the Oldman River were inspected and treated for Knapweed and Blueweed. Bio-control agents were released on six Leafy Spurge sites in the County. Any Leafy Spurge, Knapweed, Toadflax and Scentless Chamomile sightings in right-of-ways were sprayed, mowed or pulled.
- The road top vegetation control truck was busy assisting the divisional grader operators' deal with excess vegetation on the shoulders; in 2021, just over 250 miles was treated.
- In 2021 there were 40 weed inspector consultations with landowners with very good compliance.

### Pest Control

- The annual grasshopper survey showed grasshopper population numbers rising significantly in 2021. The following link is a great resource for Grasshopper management:  
<https://www.alberta.ca/grasshopper-management.aspx>
- The Bertha Army Worm survey was carried out by ASB staff once again in 2021 and numbers were low in areas surveyed. Attached is the Insect Survey results for the County in 2021.
- Bacterial Ring Rot Survey was completed with no suspect fields found.
- Lethbridge County also inspected ten fields for Clubroot and Blackleg this year with no suspect fields.
- ASB staff cleared out the remaining stock of just under 1400 bottles of Strychnine. Producers will need to find alternatives to Strychnine as the product is no longer registered for Richardson Ground Squirrel control.
- A private trapper was hired for two weeks to trap skunks for rabies detection; ten skunks were caught with no sign of rabies. We do this work in conjunction with the Rabies Surveillance Partnership Program (which is a group of five counties and municipal districts in the south region) is effective.
- The Diamond City area was surveyed for Dutch Elm Disease with no suspect trees found.

### Soil Erosion

- The winter and spring of 2021 and the beginning of this year, has seen large scale wind events that created severe instances of soil erosion. Through social media, public service announcements and the Sunny South News, producers were reminded of their obligations under the Soil Conservation Act. 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 to proactively educate producers on the subject.

### Roadside Seeding

- ASB crews undertook the seeding of drains and shoulder pulls, which 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. Last season's rentals totaled 25 users with \$3,750 in revenue.
- Plastic baler use continues to be steady, especially 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

- Parks, 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.
- Benches and tables were added to several parks and trail systems including those in Diamond City, Fairview, Shaughnessy and Mountain Meadows.
- Cemeteries were mowed twice in 2021.
- Monarch will receive a major playground upgrade in 2022 with upgrades also being planned for Shaughnessy in 2023.

#### Farm Family

The 2022 Calgary Stampede BMO Farm Family is the Vanden Hazel Family who farm in the Readymade area.

#### Farm Safety

A \$5,000 donation was made to the Farm Safety Centre through the ASB budget. In return the Centre delivered their safety program to thirteen schools within County boundaries, with a total of 2,143 students taking part in the mostly virtual format. Attached is the Farm Safety Report on activities from 2021.

#### Other Activities

Lethbridge County took part in hosting the following events:

- A series of eight shelterbelt videos were added to the Lethbridge County website.
- Attended Ag-Expo in March 2022 as an exhibitor.
- Attended Farming Smarter as a Sponsor and exhibitor.
- Farmer Pesticide Course was held March 2022.
- The South Region Conference was held on October 6, 2021, in Cardston County, under 40 individuals were in attendance.
- The Agriculture Service Board Conference was held in January, 2022 in Edmonton, with nearly 400 members taking part.

#### **Resource Management Stream**

##### County Newsletter

- Have published the Rural Living and Ag Extension newsletter for a year now. Will continue to make new contacts with people/organizations and landowners, expanding our network.

##### Floating Islands

- Presented to Lethbridge College students in January at the Broxburn site. Discussed the use of floating islands, their use as an alternative method to chemicals, different types of islands available, considerations for plants to be placed on the islands and future potential for the islands.

- Four more islands were placed in the Broxburn Pond last November with cattail seeds around the bank to promote vegetative growth. Continue to monitor and discuss with Tannas Conservation Services regarding the site.
- Informative signs are to be placed at the Broxburn Pond regarding the importance and use of the Floating Islands this spring.
- Will look to take a water sample during the summer months to determine nutrient load and acquire a base line comparison for each year.

#### Presentations

- As mentioned before, presented to college students on the use of floating islands.
- In April will present to College students on pesticide applicator safety and equipment the County utilizes to control weeds.
- Coordinating with high schools in the County for next semester (September) on presenting on the future of the agriculture industry, what is sustainable agriculture, etc., and potential projects for students.

#### Raptor Posts

- In partnering with Fortis Alberta, two raptor posts will be installed on County land to promote sustainable options and stewardship acts available to farmers (one along the Little Bow and one North of the Rakus Pit) in March.

#### Mountain Bluebird Trail

- Early discussion with Mountain Bluebird Trail Society on establishing a bird box trail along the riparian habitat on the Little Bow. Boxes will be placed along fence line and will be promoted on tours as a stewardship activity.

#### Informing the Public

- Will look to continue once a week with 'what's that weed' and 'what's that bug' on social media starting in June till August. Will be informing the public of other events or news via social media posts to increase public collaboration and positive interactions.

#### EFP Program

- Attended virtual training (November) on the EFP program and improvements that are coming in the future.
- In 2021, twenty one producers in Lethbridge County created an EFP (from September – December). In the first 2 months of 2022, seven producers in Lethbridge County have created an EFP. Many producers are Dairy Farmers who need an approved EFP to meet the ProAction guidelines.

#### CAP funding

- Working on CAP Funding with farmers.

#### Beetle Drops

- Will be working with AISC (Alberta Invasive Species Council) to drop beetles in six locations this summer.
- Partnering with AISC and the County of Newell to produce a video on the importance of Leafy Spurge Control, IPM (Integrated Pest Management) options available including the use of beetles, how to collect beetles and where to place them on your property.

#### Oldman River Mainstem Watershed Group

- Continue to remain in contact with head organizer of the watershed group. Will look to coordinate and bring in more members during the summer months.

#### Alberta Agroforestry Crop Reporting

- Complete once a month.

#### Events

- In collaboration with County's of Newell and Warner, Lethbridge County hosted the Nutrient Management Webinar Series Jan 24, 31 and Feb 7. In total, 509 individuals signed up for the event.
- Attended the Farming Smarter Trade Show in February and met producers from the County and individuals from other organizations, expanding our network
- Attended the Ag Expo at the Exhibition Grounds in Lethbridge during the first week of March.
- Will be hosting a webinar on April 11 on shelterbelts, pruning and trimming trees, and diseases commonly found within Lethbridge County and surrounding area.
- Have started putting together a half day tour for College and University Ag students that will take place in September.

#### Field Day on Riparian Health and Best Management Practice's

- Working with Cow's and Fish on doing Field Days, discussing Riparian Health and their importance (utilizing off-site watering systems and BMP's).

#### Agroclimate Impact Report

- Complete once a month.

#### Water sites

- Set up watering sites within the County's Riparian Area for Spring/Summer use.

Respectfully submitted,

Gary Secrist

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

That the report not be received for information.

#### **FINANCIAL IMPACT:**

All the functions listed on the Supervisors report are included in the 2022 ASB budget document. Highlights for the coming season include \$176,265 set aside for Roadside Spraying, \$264,073 for Roadside Mowing and \$126,682 for Resource Management activities.

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

To update members of the Agricultural Service Board on activities.

#### **ATTACHMENTS:**

[alberta crop insect update-2021](#)  
[Farm Safety](#)



## Alberta Crop Insect Update 2021

### SUMMARY

**Lygus bugs were a major pest in canola through much of the province. Flea beetle numbers were high going into the fall and some control measures were used at the late pod stage to protect what yield was there. Diamondback moth and bertha armyworm were not an issue in 2021. Although not new, wheat stem sawfly damage was found as far north as highway 9 and the cutting damage in its traditional area is over 65%. New finds of the lily leaf beetle continue as it moves around the province. Spotted Wing Drosophila was detected at four localities in Alberta.**

### OILSEED INSECTS

Flea beetles were a major concern in canola throughout Alberta. A common comment from many agronomists and producers was that there were high numbers in late summer and fall. Some spraying of canola at late pod was done in the Falher and Eaglesham area of the Peace to protect yield as beetles were doing significant damage to the pods. Producers are gearing up for strong flea beetle pressure in 2022, booking canola seed with effective seed treatments.

Bertha armyworm moth (*Mamestra configurata*) was monitored at 337 locations in 2021. The population outbreak in the Peace seems to be on the decline. In 2021, only two of the 337 pheromone traps went over the first warning level of 300; but there was isolated spraying for this insect in central Alberta.

Diamondback moth (*Plutella xylostella*). Our monitoring system for diamondback moth has expanded to 41 sites. There was no major migration of this insect.

The cabbage seedpod weevil (*Ceutorhynchus obstrictus*) survey covered central and southern Alberta (excluding the Peace region which is coordinated by Jennifer Otani, AAFC Beaverlodge). The survey was conducted in 264 fields with an additional 38 on-line reports from agrologists. Results from the survey and online reporting indicated that cabbage seedpod weevil numbers were low in 2021 with the exception of some early-planted fields south of Fort McLeod and near Magrath that were over threshold and required insecticide treatment.

Lygus bugs were a concern as high numbers of the insect were found at podding. Producers and crop advisors struggled with the decision to control the pest in heat and drought stressed crops, debating whether to salvage every bushel or abandon failing crops. Hot and dry conditions in late spring allowed populations to explode and migrate to canola during flowering. Lygus during flower normally are less than 1 per sweep but some fields had 2-3 lygus per sweep during the 2021 flowering period. A nominal threshold of 2-3/sweep (work by Hector Carcamo, AAFC Lethbridge) replaced the older Lygus threshold charts when it became apparent that many regions of the prairies were finding high lygus numbers. Some growers sprayed at flower, but still had lygus over threshold at the pod stage.

Root maggots (*Delia* spp.) were not much of an issue in 2021. This insect is usually associated with moist growing conditions. Root examinations when scouting for clubroot found limited damage in 2021.

In August 2020, Diptera larvae found inside canola pods, were collected from a field in Wheatland County. Late in 2020, DNA analysis, done by the Alberta Plant Health Lab, identified these insects as *Contarinia brassicola*, the canola flower midge.

In mid-July 2021, nine fields within an eight-mile radius of the 2020 field were surveyed for the presence of the larvae in the pods. One field was found with larvae in pods, which were collected and sent to the Alberta Plant Health Lab and Mori Lab at University of Alberta for identification. Results confirmed *Contarinia brassicola*. A delineation survey in Wheatland county; northern edge of Vulcan county and the southern edge of Kneehill county was done under the direction of Dr. Boyd Mori. An additional 9 fields were found to have pods with infestation including two more fields reported by the Alan Mittelstadt, the agronomist who reported the original 2020 find.

## CEREAL INSECTS

Wireworm (Elateridae) continues to be a difficult problem for many producers. While the serious problems continue in southern Alberta, reports of wireworm and wireworm issues are showing up further north each year. There is no monitoring program for wireworms, so we rely on communications from producers and agronomists. 2021 was the first growing season for a new insecticide seed treatment in cereals, it remains to be seen if recent new chemicals will reduce the wireworm problems in Alberta.

Wheat stem sawfly (*Cephus cinctus*). In 2021, 85 fields were surveyed for wheat stem sawfly. Sawfly numbers increased in 2021, in the southeast corner of AB, with fields well over 65% cutting. High levels of damage were observed at Lethbridge in AAFC farmland (Brian Beres' field observation). Sawfly cutting was found in nearly every field visited south of Highway 3. Damage at very low levels (<3%) was also found in Rocky View, Kneehill and Starland Counties. The 2021 summer heat and premature maturation of wheat will reduce the second generation of the key sawfly parasitoid, *Bracon cephi* going into winter.

Wheat midge (*Sitodiplosis mosellana*) processing of 285 fields is complete. Results from the survey and reports from producers and agronomists are indicating wheat midge was not an issue in 2021.

Wheat head armyworm (*Dargida diffusa*) was reported (and a cause of alarm when scouted for by using the combine header) from Strathmore north to Three Hills-Drumheller area. Cotesia wasp parasitism, indicated by pupal masses, was also reported. Producers and agronomists are asking about scouting and control measures.

A small survey (10 fields) for European corn borer (*Ostrinia nubilalis*) was done in Newell County. No larvae were found.

## PULSE CROP INSECTS

Pea leaf weevil (*Sitona lineatus*) continues to be found over a wide range in 2021 but damage is lower than normal in traditional areas and did not expand its northern edge.

Three surveillance sites, Bow Island (Forty Mile County), Rainier and Tilley (Newell County) were set up for Western Bean Cutworm (*Striacosta albicosta*) and none were found.

Lentil growers are noticing significant feeding damage on lentil roots by wireworm. Lentil growers also had to contend with grasshoppers, many lentil fields were sprayed.

## GRASS CROPS, PASTURES AND GENERAL INSECTS

Black grass bug (*Labops hesperius*) was of concern in the Municipal District of Foothills this spring in dry pastures.

The black army cutworm (*Actebia fennica*) was reported in alfalfa hay fields in the spring in Sturgeon County.

Lesser migratory grasshopper, *Melanoplus sanguinipes*, a pest of cereals and oilseeds, was low in density, and low in relative abundance across much of Alberta, and nearly absent in the area from Lethbridge to the USA and east to Saskatchewan. Lesser migratory grasshopper, like all of the pest species, increase in numbers locally when warm, dry spring and summer weather allow.

Two-striped grasshopper, *Melanoplus bivitattus*, increased in abundance in 2021 across southern Alberta, with hot spots of over 100 per square meter in areas near Carmangay, Skiff, Foremost, Lethbridge, and east to the Saskatchewan border. Variability also increased, hot spots were separated by large areas with no *Melanoplus bivitattus* to be found. The fungal disease, *E. grylli*, a common sight in some areas, killed thousands in southern Alberta in 2021. Two-striped grasshopper is expected to increase in numbers and range in 2022. Packard's grasshopper, remains much lower and more restricted to roadsides near grass and hay.

Clear-winged grasshopper increased density in southern Alberta, and in Peace River, but remain much lower in numbers than other dominant species. It seems that this species had a much greater rate of parasitism than other grasshoppers during 2018-2021 (up to 50% killed by internal maggots), and this natural control might be helping. This species is expected to increase in 2022.

Bruner's spur-throated grasshopper populations from Falher to Peace River, Manning and Keg River were significant but still not as high as a full outbreak.

European skipper (*Thymelicus lineola*) questions about effects of larval feeding on timothy and brome hay production are starting to circulate among producers in the Peace. Some are saying they are losing yield to this insect.

## Horticulture

Two pheromone trap locations were set up in Brooks region for the invasive Japanese Beetle, *Popillia japonica*. Trap locations included the golf course and a private residence. No beetles were captured.

The Lily Beetle, *Lilioceris lili*, has continued its spread throughout the province with a distribution that ranges from Gibbons, Onoway and Bruderheim in the north-central to Leslieville and Cochrane in the west, to Vegreville, Drumheller, and Lloydminster in the east, and to Lethbridge and Brooks in the south.

Dutch Elm Disease (DED), *Ophiostoma novi-ulmi*, had been detected in the City of Lethbridge with two boulevard trees testing positive in 2020. Eradication was successful and it is considered as an isolated case. This is the second detection of the disease since a single tree had tested positive in 1998 in the Town of Wainwright. All 2021 DED suspect samples cultured at the Alberta Plant Health Lab tested negative for the fungus. Alberta continues to monitor annually for the DED beetle vectors throughout the province. In 2021, STOPDED commissioned Living Tree Environmental to conduct enhanced DED surveys in locations that captured higher, sustained numbers of elm bark beetles over the last 2 years to determine if DED was present. Locations surveyed were Town of Brooks, Taber, Oyen and Drumheller, Village of Diamond City, Consort, Cereal and Barons, Taber Municipal Park and Park Lake and Tillebrook Provincial Parks. Alberta is still DED free.

The Elm Seed Bug, *Arocatus melanocephalus*, was detected for the first time in Alberta in the Medicine Hat region. This insect feeds on the seeds of elm and is not considered a threat to the tree. However, it can be a nuisance due to its habit of entering homes in large numbers in the summer to avoid heat.

There is a tentative record of the Poplar Sawfly, *Trichiocampus grandis*, from Red Deer last summer and now this summer from Chestermere. Rearing was not successful from last year. Specimens will be collected next summer to confirm a western range extension.

In a survey of 6 localities in central and southern Alberta, Spotted Wing Drosophila (SWD), *Drosophila suzukii*, was detected at several localities (Olds, Edmonton, Lethbridge, and Lacombe).

Thank you to those that contributed to this report: Autumn Barnes; Norm Boulet; Jenny Cronkite; Janet Feddes-Calpas; Hector Carcamo; Haley Catton; Jeff DeHaan; Belinda DeSmet; Rob Dunn; Ken Fry; Keith Gabert; Ashley Glover; Dan Johnson; Alan Middelstadt; Boyd Mori; James Oberhofer; Fred Sawchuck and Sheri Stridhorst.

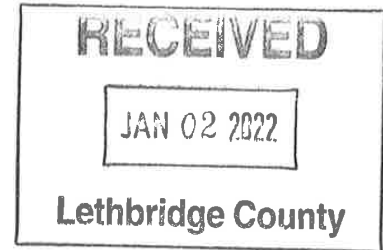
Special thank you to Boyd Mori for editing the report.

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Gary Secrist  
County of Lethbridge  
905 - 4th Avenue South  
Lethbridge Alberta T1J 4E4



January 6, 2022

Dear Gary Secrist,

The 2021-2022 school year is the 24<sup>th</sup> consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

As you know, this past year was filled with unique challenges related to the Covid pandemic. However, we have managed to keep both our Safety Smarts and our Sustainable Farm Families programs running albeit in a slightly different fashion than in previous years.

The Safety Smarts program has been adapted to allow for both virtual delivery via Zoom as well as safe face-to-face delivery in schools. Our Safety Smarts team has been well trained and fully equipped with all the necessary skills and tools to be able to successfully and safely deliver Safety Smarts presentations to rural elementary students across the province. In the 2021 calendar year, our Safety Smarts team delivered a total of 1,586 Safety Smarts presentations to 31,330 elementary students in 285 rural elementary schools across the province.

The Sustainable Farm Families program, also known as the Rural Health Initiative, is a newer program designed to promote health, well-being and safety among rural adults. In 2021, the Sustainable Farm Families program made significant adaptations to allow for one-on-one in-depth health assessments and personal education instead of the traditional group setting. This new approach has enabled us to safely deliver Rural Health Initiative workshops within the current Covid restrictions. More information about the Rural Health Initiative is attached. Please let us know if your organization would like to host a Rural Health Initiative workshop for families in your area.

You may also know, that in October of 2020, the Farm Safety Centre was informed by Government of Alberta representatives that ALL their involvement in and support of farm safety learning and extension would end in December 2020. True to their word, their departmental staff were laid off and online resources were withdrawn at the end of 2020. This has created a significant funding challenge for the Farm Safety Centre and other agriculture-based charities in the province that care about the well-being of farmers and their families. To put into perspective, about 35% of our annual funding came from the GOA in the form of government grants designated for program delivery.

The continued commitment of Counties and MD's across Alberta kept the Safety Smarts program viable this last year. Please pass on our sincere thanks to your ASB's. While your own budget realities make it impossible to support all requests, we are hopeful that you might be able to again have funds available to support program delivery in 2022.

Our **2022 request**, based on 2021 delivery to 2,143 children @ \$3.50/student, is **\$7,500.50** (*see enclosed delivery details*). We recognize that this year's delivery may be less than in years past. With your generous support, we hope to increase delivery equivalent to years past, prior to Covid. Should your budget realities allow, please consider a donation similar to previous years.

Each contribution, of **any amount**, is greatly appreciated and we acknowledge the generous contributions received from Your M.D./County in previous years. All contributions are recognized under "Supporters" on our website.

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With this in mind, the Farm Safety Centre is hopeful that in 2022 your organization will consider supporting our extension efforts, as we continue the search for alternate funding partners. If this is does not work within your budget then a donation of any amount will be greatly aprecated.

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

Thank-you for your continued support,



Jordan Jensen | Executive Director  
Farm Safety Centre  
j.jensen@abfarmsafety.com

# AGENDA ITEM REPORT



**Title:** Alan Efetha/Agricultural Service Board Member Training  
**Meeting:** Agricultural Service Board - 14 Apr 2022  
**Department:** Agriculture Service Board  
**Report Author:** Gary Secrist

## APPROVAL(S):

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

Approved - 02 Mar 2022  
Approved - 03 Mar 2022

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

To receive the annual Agricultural Service Board Grant it is a requirement that members of the Board are trained in their role and responsibility. Alan Efetha from Alberta Agriculture and Forestry is here today to provide the required training.

## RECOMMENDATION:

Moved that the Agricultural Service Board approves the ASB member training from Alan Efetha as information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Previous ASB Board members received training either at the Provincial ASB Conference or were provided with the Orientation Manual at one Lethbridge Counties ASB meetings.

## BACKGROUND INFORMATION:

To participate in the Agricultural Service Board Grant Program ASB Board members must have adequate training in the Boards function and their role.

## ALTERNATIVES / PROS / CONS:

If training is not provided ASB Board members will not be able to serve their role on the Board.

## FINANCIAL IMPACT:

None

## REASON(S) FOR RECOMMENDATION(S):

To allow the Agricultural Services Department to remain in compliance with the terms of the ASB Grant Agreement.

**ATTACHMENTS:**

[Orientation manual for Agricultural Service Board \(ASB\) Members](#)



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# Orientation Manual for Agricultural Service Board Members



*Alberta* 

Special thanks to:

Debbie Oyarzun (former Supervisor of the Agricultural Service Board Program) for providing the content of this manual.

Orientation Manual for Agricultural Service Board (ASB) Members

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## Introduction

Agricultural Service Boards (ASBs) are unique to North America. They are special committees appointed by the local municipal council to address agricultural concerns in their communities. They can be comprised of any combination of public or private individuals who develop policies for the local agricultural sector. The provincial government, through Alberta Agriculture and Forestry (AF), partners with these boards in many ways to ensure we collectively maintain and improve agricultural production.

The following information will provide a description of how these boards are formed, governed, and funded. Details about legislation, guidelines, and programs are listed in the Appendices.

## History of Agricultural Service Boards

ASBs are unique to North America. In 2020, ASBs celebrated 75 years of continuous service to producers in Alberta. During the 1920s and 1930s, agriculture was developing rapidly and new issues were being dealt with. Provincial specialists began to feel overwhelmed, but by the 1940s, they realized that the municipalities were closest to the problem and could deal with requests or issues more quickly than provincial inspectors. In 1943, the M.D. of Conrich, currently called Rocky View County, and the County of Red Deer joined forces and initiated a trial project where special agricultural committees were set up. Each committee consisted of two councilors, two farmers, and the District Agriculturist. These committees operated with partial funding from Alberta Agriculture. As a result of the success of these agricultural committees, a resolution was passed at the municipal districts convention in Calgary, in November 1944. The resolution read:

*“Be it resolved that this conference endorse and recommend the establishment of ASBs in all municipal districts, such boards to be similar to personnel and objectives as the one established in the M.D. of Conrich, No. 220 and now in operation and that legislation as may be considered necessary be enacted by the Legislature to authorize the formation of such boards and to designate their powers.”*

In response to the 1944 resolution, the ASB Act was drafted and passed into Alberta Legislation in the spring of 1945. The Act assigned specific duties and powers to both municipal and provincial partners, while encouraging a cooperative and coordinated effort in the development of agricultural policies and programs that were of mutual benefit. Rural municipalities responded to the new legislation in accordance with agricultural needs and available budget. From 1945-1947, activities under the



ASB Act focused on weed and brush control, and soil conservation. As years passed, the role of the ASB expanded to include a variety of programs to service the agriculture industry. Programs today continue to focus on weed and pest control, but have expanded to include environmental and sustainable agriculture programs. More information about the history of ASBs can be found in Appendix 1.

## Roles and Responsibilities of the ASBs

ASBs play a critical role in assessing the needs and direction of the agriculture industry in their area as well as identifying obstacles and working to resolve any problems that may arise.

The general role of ASBs can be broken down into four main categories:

### 1. Policy and Administration

Once formed, ASBs become advisory to the council in the development and promotion of agricultural policies that meet the needs of the municipality. Through the ASBs, council has an advocate of agriculture that also has the capacity to advise the Ministers of AF, Environment and Parks, etc. on the development and review of external policy. ASBs also have the responsibility to administer and enforce provincial agricultural related Acts, such as the *Weed Control Act*, *Agricultural Pests Act*, and the *Soil Conservation Act*.

### 2. Program Development and Review

As the major function of an ASB is to identify local requirements for agricultural programs, council may decide to form or justify an ASB in response to local demands for improved or increased support on agricultural issues. The ASB can set program objectives, introduce new programs, and through program planning and execution, encourage participation of those who benefit from the program. The role of an ASB is also to review and evaluate established programs on an annual basis.

### 3. Program Promotion and Advertising

ASBs are responsible for promoting agricultural programs through the use of a newsletter, participation at trade shows and other public forums where agricultural producers are in attendance.

### 4. General

ASBs are also responsible for a variety of other aspects associated with improving the economic welfare of the farmer. The preservation and improvement of agricultural production requires coordinated efforts and frequent communication between the ASB, local institutions, and organizations. The role of the ASB is also to encourage good farming practices and farm

safety. While performing all of the duties and responsibilities of an ASB, the ASB shall remain accountable to the ratepayers.

Over the years, most ASBs have obtained their own shop, equipment, and storage facilities in order to be more self-sufficient. This allows them to be equipped with the tools needed for dealing with the agricultural issues of their local ratepayers.



## Roles of the ASB Members

- To consider the welfare and interests of the municipality as a whole and to bring to the Boards' attention anything that would promote the welfare or interests of the municipality;
- To participate generally in developing and evaluating agricultural policies and programs to meet the needs of the municipality;
- To participate in ASB meetings and meetings of other bodies to which they are appointed;
- To obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- To keep in confidence matters discussed in private at an ASB meeting;
- To communicate effectively with the Agricultural Fieldman, other members of the ASB, and council;
- To review and recommend budget and programs to council for approval;
- To administer approved budget and establish program policy; and
- To evaluate programs.

## ASB Structure

Prior to 1997, the *ASB Act* specified the make-up of a board based on whether the board supported a county, municipality, or improvement district/special area. The Act became more enabling after a review in 1997 and now allows council to determine the structure of the board

and its membership. The council is to determine the chair, the number of members, the voting status, and the term of office of the members of the board.

Board structure varies greatly across the province. The criteria to be appointed as a member of the ASB can be met by both councilors and members-at-large. Boards may be made up entirely of councilors, which are merely an extension of Municipal Council or they may be a blended board consisting of a number of councilors and a number of members-at-large. In 2020, there are 24 boards consisting of all council members and 45 boards consisting of councilors plus members-at-large.

There are advantages and disadvantages of each type of board structure. A comparison of the pros and cons of each board structure can be seen in Appendix 2.

## ASB Membership

The legislation requires that the membership of a board must include persons who are familiar with agricultural concerns and issues, and who are qualified to develop policies consistent with the *ASB Act*. Board members must also be capable of acting on behalf of the council as legislation also indicates that a board has and must, exercise on behalf of a council, all the duties and powers that are conferred on it by the council, under this or any other enactment, with respect to agricultural matters.

## Attending ASB Meetings

ASB members are required to attend meetings. The legislation states:

*“A person who is a member of a board ceases to be a member of the board, if, without being authorized by a resolution of the board, the member is absent from three consecutive regular meetings of the board.”*

A vacancy on the board does not impair the right of the remaining members to act as long as a majority (quorum) of the members remain.

## Code of Conduct

A Code of Conduct is a set of rules that outlines the responsibilities of or proper practices for an individual or organization (Wikipedia).

Each municipality should have a Code of Conduct that all ASB members follow and are held accountable to.

## Voting



You are on the ASB to make decisions and that means voting on all resolutions and bylaws unless you are required or permitted to abstain from voting. The board must ensure that each abstention and the reason for it are recorded in the minutes of the meeting. If there is a public hearing on a proposed bylaw or resolution, you must abstain from voting on the bylaw or resolution if you were absent from all of a public hearing, and you may abstain if you were absent for a part of a public hearing. You must also abstain from voting on matters in which you have a pecuniary interest (see “Conflict of Interest” section).

## Conflict of Interest

A conflict of interest occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation for an act in another. It is typically defined as *“a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest.”* (Wikipedia)

Alberta’s municipal ASB members have a strong record of public service to their communities. First and foremost, you are responsible for upholding the public interest above any private interests you may have. Membership of the ASB is a position of public trust. The *Municipal Government Act* describes pecuniary interest and sets out the procedure you must follow if such a matter comes up at a meeting in which you are participating as an ASB member. Failure to follow these procedures can lead to your disqualification.

## Municipal Advisory Committees

Each municipal council works with several boards and committees that contribute to the provision of services to the community. The membership of these boards and committees generally consists of volunteers that rely on the good will of each other and a common sense of direction to assist in community development. Most boards and committees in the community are beyond the responsibility of the council, yet often have an impact on the decision making of council. The *ASB Act* provides for council to appoint one or more advisory committees with respect to any matter related to agriculture. Any advisory committee appointed shall act in an advisory capacity to the board and council. The purpose of an advisory committee is to utilize the thoughts, ideas, and suggestions of the public in the development and delivery of policies, programs, and services to the public. In general, advisory committees assist the ASB in fulfilling their roles and responsibilities in the following ways:

- establishing priorities
- program planning
- policy development
- program promotion
- public relations

- program evaluation

It is important to keep in mind that an advisory committee is just that, it advises the board and council. Often, advisory committee members expect their advice to become policy; however, advice is taken under consideration, but not necessarily implemented or acted upon.

In order for advisory committees to be effective, council must provide them with a mandate or terms of reference. If no direction or focus is provided, expectations are unlikely to be met and the value of the advisory committee diminishes. Establishment of an advisory committee can also become repetitive in that the members on the advisory committee are often members of the ASB or council. Generally, council meetings are held to adopt resolutions of the advisory committee in addition to meetings to adopt resolutions of the ASB. This duplication of time and effort translates into an additional drain on the budget. To alleviate this problem, the advisory committee may report to the ASB. However, regardless of reporting requirements, the governance structure for the advisory committee must be identified in the terms of reference.

The credibility of an advisory committee is enhanced if the membership represents a cross-section of the agricultural community. An assumption is generally made that the advisory committee represents the majority and therefore, it should be able to provide a broader perspective. In doing so, advisory committees often function as the informal liaison between the ASB and the community.

## Role of the Agricultural Fieldman

An Agricultural Fieldman is a qualified person hired by the council and employed on a full-time basis. The *ASB Act* requires that once a council has established a board, that the council, in consultation with the board, must appoint a qualified person as Agricultural Fieldman to implement agricultural policies and programs and to manage the agricultural resources of the municipality. The Agricultural Fieldman is a designated officer of the municipality and is automatically appointed as an inspector under the *Weed Control Act*, the *Agricultural Pests Act*, and the *Soil Conservation Act* by virtue of his position.

The typical duties of an Agricultural Fieldman can be broken down into five main categories:

### 1. Administration

- Act in an advisory capacity to the ASB council.
- Coordinate ASB meetings and agenda with the chairman of the board.
- Prepare and present annual ASB budgets, financial statements, and related progress reports in accordance with the ASB business plan.

- Apply for grants on behalf of the ASB.
- Supervise full-time and temporary staff employed by the ASB.
- Prepare and release timely and related news articles using available media resources.
- Keep up with the latest technology in weed control, pest control, soil conservation, etc.
- Organize field trips, courses, public meetings, and demonstrations.
- Compile and maintain complete office records of related activities.



## 2. Policies and Programs

- Recommend programs and policies targeted to maintain and improve agricultural production.
- Implement policies and programs approved by the board and maintain a record of budget expenditures for these programs.
- Prepare annual reports on current programs.
- Develop and evaluate program plans, budget, and policy. During the evaluation process, explore alternatives that would contribute to developing long-range plans.
- Be involved with educational programs.

## 3. Regulatory

- Enforce the *Weed Control Act* through promoting, inspecting, and enforcing the control of noxious weeds on all lands within the boundaries of their jurisdiction.
- Enforce the *Agricultural Pests Act* through promoting, inspecting, and enforcing the control of declared agricultural pests.
- Enforce the *Soil Conservation Act* through promoting, inspecting, and enforcing regulations and issuing permits regarding soil conservation.
- Inspect and issue permits for seed cleaning plants.
- Supervise the operation of lands under supervision and reclamation.
- Ensure that pesticides are used in accordance with environmental regulations.



## 4. Communication/Liaison

- Act as a liaison with the public, manager, board, and government representatives.

- Keep the board informed of the work being done as well as provide updates on new information.
- Communicate programs to producers.
- Maintain good public relations while promoting ASB programs and enforcing ASB policies through personal producer contacts, newsletters, meetings, etc..

## 5. General

- Take an applied common sense approach.
- Be responsible directly to the board for ASB programs and operation.
- Maintain rental equipment.
- Be familiar with all aspects of agricultural pursuits and associate this with community needs and the role of the Agricultural Fieldman.
- Identify concerns and problems of the community and relate them to the ASB.
- Demonstrate leadership and organizational skills.
- Attend upgrading courses as the board feels appropriate.

The list above includes typical duties of an Agricultural Fieldman; however, each ASB will have different issues to deal with and a different business plan to work with. Therefore, this list will vary for each ASB. For example, an ASB with extensive water courses may require their Agricultural Fieldman to play a larger role in dealing with beavers as pests and the removal of dams than an ASB in the drier, southern regions of Alberta.

It is apparent that the role of an Agricultural Fieldman is diverse and therefore, council is to ensure that there is a job description for the Agricultural Fieldman with clearly defined expectations. Based on the job description, the Agricultural Fieldman shall have an annual performance appraisal and in support of the Agricultural Fieldman, time shall be allotted for professional development.

## Role of the Minister's Representative

In order to assist a board, the Minister may designate an employee as a Minister's Representative with the following roles:

- To advise the board on government programs, agricultural problems, and needs of industry.
- To assist the board, on the request of the board, in the discharge of its duties.

With the loss of the District Agriculturalist and the District Home Economist, the Minister's Representative is any employee of Alberta AF. At the request of the municipality, a Minister's Representative is available to attend ASB meetings to address specific issues. The ASB Program



Manager is also a representative of the Minister as identified in the ASB Program Funding Agreement and shall act as a liaison between the ASB and the Minister of AF. In addition, needs and concerns of the ASB and its municipality that are related to responsibilities under the legislation of the *ASB Act* and related *Acts* and regulations can also be addressed by the ASB Program Manager.

At an ASB meeting, the Minister's Representative is not in attendance to lead, but to guide by providing advice on agricultural issues, as a technical resource, and to clarify the position of government. The Minister's Representative when attending a meeting, becomes a non-voting member of the ASB for that meeting.

In addition to the Minister designating a representative to assist ASBs, the Minister may enter into an agreement with council to address the following issues and make payments provided for in the agreement:

- To provide assistance in soil and water conservation;
- For control of weeds and pests;
- For control of any livestock disease; and
- To implement any other agricultural policies considered necessary.

The agreement between the Minister and the council may provide for:

- Assistance towards the administration and provision of services, material, equipment, and labour in conducting approved programs and policies;
- Assistance towards conducting educational programs; and
- Payment of expenses necessary in the control of livestock disease under the *Animal Health Act*.

## Role of the AF Key Contact

The Key Contact Program was introduced on March 01, 2009, in an effort to reconnect with rural Albertans. One objective of this program was to strengthen the relationship between ASBs and AF. Each ASB has an AF staff member who serves as their Key Contact person.

A Key Contact is an AF staff member who spends up to 10% of their time engaging with each ASB they are assigned to.

The role of a Key Contact is to:

- Establish and build strong relationships between the ASB and AF;
- Act as a liaison between the ASB and AF;
  - Deliver key messages from AF;
  - Provide feedback back to AF;
- Work with the ASB to provide extension programming;
- Understand local issues and needs; and
- Engage ASB in applicable AF events.

Key Contacts may accomplish this role by:

- Attending ASB meetings;
- Support ASB extension events;
- Other responsibilities as assigned by the ASB.

ASBs are responsible for defining the role of the Key Contact within their organization. Some ASBs have their Key Contact attend every meeting and provide a report, while others have their Key Contact assist them solely with extension events.

## Legislated Duties of Agricultural Service Boards

The *ASB Act* describes the legislated authority and roles of ASBs in Alberta. The following duties and responsibilities of the *ASB Act* will apply:

- To act as an advisory body and to assist the council and the Minister of AF 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; and
- To promote and develop agricultural policies to meet the needs of the municipality.

The *ASB Act* was not intended to be mandatory legislation, but rather enabling legislation. However, a bylaw can be passed by the municipal council to have the Act become binding for their district. Although it was not mandatory for local government to establish ASBs, more than 50% of the total 69 boards in place today were established by 1952.

While the *ASB Act* states the specific duties and responsibilities of the local ASB, the overall purpose is to improve and maintain agricultural production, improve the economic welfare of the farmer, and act as an advisory body to municipal and provincial government. Improving agricultural production requires the application of research findings such as new crop varieties and tillage techniques at the producer level. Similarly, maintaining agricultural production requires the application of proven preventative measures that will reduce or eliminate soil erosion and the spread of new weeds, insects, and diseases. With each ASB carrying out the duties and responsibilities of the *ASB Act*, came the decentralization of AF, particularly in the areas of weed control and soil conservation.



## Legislation Overview

### 1. *Agricultural Service Board Act*

The Act is legislation that provides for:

- Establishment of ASBs;
- Establishment of advisory committees on agricultural matters;
- Transfers authority to enforce provincial legislation to ASBs; and
- Allows ASBs to enter into an agreement with the Minister, making some of their ASBs activities cost-shared.

ASBs are responsible for enforcing the:

- *Weed Control Act*;
- *Agricultural Pests Act*; and
- *Soil Conservation Act*.

And to assist with the:

- *Animal Health Act*.

The *ASB Act* outlines the duties of an ASB, how boards are to be established, membership of the board, and attendance. Members of the board must be familiar with agricultural concerns and must be qualified to develop policies. Board members must also be able to act on behalf of council with respect to agricultural matters.

The *ASB Act* also requires that the ASB must present a summary of its activities annually to council that contains the information council requires in the prescribed format.

All ASBs are required to hire a qualified Agricultural Fieldman who is appointed as a municipal inspector under each of the Acts. The Agricultural Fieldman is responsible for carrying out programs related to the Act.

The *ASB Act* also gives ASBs authority to take land under the control of the municipality in situations where severe erosion or weed/pest infestation occurs and enforcement under the other Acts has not been successful. Please contact the ASBs Program Office for guidance if you are considering putting land under supervision or under an Order of Reclamation.

**Link to *ASB Act*:** <https://open.alberta.ca/publications/a10>**Link to Associated Regulations for the *ASB Act*:** <https://open.alberta.ca/publications/a10>



## Agricultural Pests Act

The *Agricultural Pests Act* is enabling legislation that provides legal authority to manage native and introduced pests that affect agricultural production.

The *Agricultural Pests Act* consists of two parts:

- *Agricultural Pests Act*; and
- Pest and Nuisance Control Regulation.

The *Agricultural Pests Act*:

- Defines a pest and nuisance;
  - Actual species listed in Regulation
- Minister's powers and delegation of Minister's powers;
- Duties of individual and local authorities;
- Requires municipal inspectors to be appointed;
- Powers of an inspector;
  - On private land
  - Warrant to enter a private entrance
- Failure to enforce the Act;
- Defines how notices are to be written and delivered;
- Appeals process for a notice;
- Ability of municipalities to recover expenses for enforcement work; and
- Offences for contravening the Act.



The Regulation lists species that can be controlled or eradicated, transportation restrictions, control options for certain pests and nuisances, permitting requirements, issuance of notices, and quarantine declaration.

## ASBs Roles and Responsibilities Under This Act

- Provide recommendations to council regarding policies and programs to assist with compliance under the Act (e.g., implementation of a bounty program for Richardson Ground Squirrel tails);
- Ensure adequate pest inspectors are appointed for the municipality; and
- Ensure that an independent appeal committee has been appointed.

**Link to *Agricultural Pests Act*:** <https://open.alberta.ca/publications/a08>

**Link to Associated Regulations for the *Agricultural Pests Act*:**  
<https://open.alberta.ca/publications/a08#related>

Soil Conservation Act

The *Soil Conservation Act* provides a framework to encourage sound soil conservation practices, to preserve the agricultural land base, and to ensure the long-term productivity of the farming sector.

The *Soil Conservation Act* consists of two parts:

- *Soil Conservation Act*; and
- Soil Conservation Notice Regulation.

The Soil Conservation Notice Regulation defines the content of notices and provides a notice form.

The *Soil Conservation Act*:

- Outlines responsibility of landholders;
- Requirements for issuing notices;
- How notices are to be delivered;
- Appeals procedures and committees;
- Requires a municipal inspector to be appointed;
- Defines right of entry to inspect;
- Ability to enforce Remediation Orders;
- Ability of municipality to recover expenses for enforcement;
- Offences for contravening the Act; and
- Authority of municipality to make bylaws and issue permits.



The *Soil Conservation Act* remains in force; the Regulations expire November 30, 2025.

## **ASBs Roles and Responsibilities Under This Act**

- Provide recommendations to council regarding policies and programs to assist with compliance under the Act;
- Ensure adequate Soil Conservation Officers are appointed for the municipality; and
- Act as the appeal committee for *Soil Conservation Act* Notice Appeals.

**Link to *Soil Conservation Act*:** <https://open.alberta.ca/publications/s15>

**Link to Associated Regulations for the *Soil Conservation Act*:**  
<https://open.alberta.ca/publications/s15#related>

Weed Control Act

The new Alberta *Weed Control Act* received proclamation and came into force on June 16, 2010. The new Act is a comprehensive re-write of the old Act for the purposes of re-organizing, updating, and providing greater clarity to the existing provisions of the Act.

The *Weed Control Act* is enabling legislation that provides the legal authority to manage plant species that affect agricultural production.

The *Weed Control Act* consists of four parts:

- *Weed Control Act*;
- Weed Control Regulation;
- Alberta Invasive Plant Identification Guide; and
- Alberta Weed Regulatory Advisory Committee (AWRAC).



The *Weed Control Act*:

- Defines categories of weed species and requirements for control;
- Defines landowners responsibilities;
- Requires licensing of seed cleaning plants;
- Regulation of weed seeds and spread of weeds;
- Requires municipalities to appoint inspectors;
- Outlines inspector's powers for right of entry, inspection, and enforcement;
- Requirements for issuing notices;
  - Notice content; and
  - Delivery of notices.
- Establishment of appeal committees and right to appeal;
- Right of municipality to recover inspector's expenses;
- Offences for contravening the Act; and
- Minister's responsibilities and rights.

The Weed Control Regulation outlines the requirements for Seed Cleaning Plant licensing, the list of regulated species, bylaws that the municipality can create, and the process to appeal a notice.

## ASBs Roles and Responsibilities Under This Act

- Provide recommendations to council regarding policies and programs to assist with compliance under the Act (e.g., reverse fence line spraying programs);
- Ensure adequate Pest Inspectors are appointed for the municipality; and
- Ensure that an independent appeal committee has been appointed.

**Link to *Weed Control Act*:** <https://open.alberta.ca/publications/w05p1>

**Link to Associated Regulations for the *Weed Control Act*:**  
<https://open.alberta.ca/publications/w05p1#related>

## 2. *Animal Health Act*

The *Animal Health Act* provides the legal authority and framework to mitigate disease risk and respond rapidly to an animal disease outbreak through livestock traceability systems and the establishment of quarantines and control measures. The Chief Provincial Veterinarian is the designated authority under the *Animal Health Act*.

The *Animal Health Act* consists of the Act and eight Regulations.

- Animal Health (General) Regulation;
- Authorized Medicine Sales Regulation;
- Disposal of Dead Animals Regulation;
- Livestock Market Regulation;
- Premises Identification Regulation;
- Reportable and Notifiable Diseases Regulation;
- Traceability Cattle Identification Regulation; and
- Swine Traceability Regulation.



The *Animal Health Act*:

- Defines reportable and notifiable diseases;
  - Specific diseases listed in the Regulation
- Identifies the duty of an individual to report diseases;
- Provides for examination of animals by inspector;
- Issuance of a Quarantine Order;
- Declaration of a quarantine;
- Restrict animal movement within a quarantine zone.
- Order the destruction of animals and provide compensation;

- Issue licenses and conduct inspections;
- Keeping of records in accordance with the Regulations;
- Establish control zones for disease surveillance;
- Appeals procedure for quarantine costs, licensing, and compensation; and
- Offences for contravening the Act.

The Regulations detail livestock identification and traceability systems, proper disposal of dead animals, name specific notifiable and reportable diseases, and the licensing requirements of a Production Animal Medicine outlet and Livestock Marketing and Assembly Stations.

## **ASBs Roles and Responsibilities Under This Act**

- ASBs are considered an “authorized person” and must report reportable or notifiable diseases under the *Animal Health Act* to the Office of the Chief Provincial Vet within 24 hours.

**Link to the *Animal Health Act*:** <https://open.alberta.ca/publications/a40p2>

**Links to Associated Regulations for the *Animal Health Act*:**

**Animal Health (General) Regulation:**

<https://open.alberta.ca/publications/a40p2#related>

**Authorized Medicine Sales Regulation:**

[https://open.alberta.ca/publications/2014\\_131](https://open.alberta.ca/publications/2014_131)

**Biosecurity Regulation:**

[https://open.alberta.ca/publications/2019\\_185](https://open.alberta.ca/publications/2019_185)

**Disposal of Dead Animals Regulation:**

[https://open.alberta.ca/publications/2014\\_132](https://open.alberta.ca/publications/2014_132)

**Livestock Market Regulation:** [https://open.alberta.ca/publications/2014\\_133](https://open.alberta.ca/publications/2014_133)

**Premises Identification Regulation:** [https://open.alberta.ca/publications/2008\\_200](https://open.alberta.ca/publications/2008_200)

**Reportable and Notifiable Diseases Regulation:**

[https://open.alberta.ca/publications/2014\\_129](https://open.alberta.ca/publications/2014_129)

**Swine Traceability Regulation:** [https://open.alberta.ca/publications/2014\\_134](https://open.alberta.ca/publications/2014_134)

**Traceability Cattle Identification Regulation:**

[https://open.alberta.ca/publications/2009\\_333](https://open.alberta.ca/publications/2009_333)

## Policy Development

The ASB and council are responsible for providing the services that their ratepayers want and need. This responsibility involves providing input regarding the municipality's programs and services and making sure that the administration provides the programs and services in the best possible manner.

A policy provides a way of ensuring that consistent decisions are made on similar matters. Policies should establish general guidelines that the council sets for the administration to follow. The administration then provides the programs and services to the ratepayers according to the policies.

Policies are essential to good government and to an understanding of the continuity of council decision-making. Policy development contributes to the overall separation of council as policy makers from the staff, who are charged with carrying out council decisions. Written policy statements are useful to current and successive councils as guidelines on key municipal issues. They represent the philosophy of the current council and convey a sense of the direction of decision-making of that council to the public and affected parties.

Program monitoring means staying up to date on the programs and services that are offered and assessing the results against what the council plans to achieve or specific objectives.

## Bylaws

Municipal bylaws are public regulatory laws that apply to a certain area. Bylaws may be passed or rescinded by municipalities at any time. Municipal bylaws are applicable only to the particular municipality where declared and do not supersede provincial or federal legislation.

The *Agricultural Pests Act*, *Soil Conservation Act*, and *Weed Control Act* grant authority to municipalities to create specific types of bylaws to assist municipalities with protecting their agricultural resources.

Examples of bylaws that may be passed, under legislation applicable to ASBs, are:

*Agricultural Service Board Act:*

- Putting land under an Order of Reclamation

*Agricultural Pests Act:*

- Designate responsibility for pest control from the edge of owned land to the center of the road

*Soil Conservation Act:*

- Permits for topsoil removal and stubble burning
- Terms and conditions for permits
- Prohibition of topsoil removal and stubble burning

*Weed Control Act:*

- Designate authority for weed control from the edge of owned land to the center of the road
- Upgrade the status of a plant or weed species

All bylaws passed under the authority of these Acts require Ministerial approval. Proposed bylaws must go through two separate readings at the municipal council level to allow for discussion and public consultation. Once the bylaw has passed through the second reading, it must be forwarded onto the Minister of AF for review and approval. After Ministerial approval, a third and final reading at the municipal level is required before the bylaw would come into force.

Municipalities may pass other bylaws to protect their agricultural resources and meet the needs of their ratepayers.

## ASB Grant Program

The ASB Grant Program is available to municipalities that have formed an ASB under the ASB Act. Municipalities must have an appointed Agricultural Fieldman to carry out Legislative, Resource Management Activities as outlined in the grant agreement.

The 2020-24 ASB Grant Program runs on a five-year grant cycle and allocates a total of \$10.4 million annually. It consists of three funding streams: Legislative, Resource Management and the Rat and Rabies streams. There is \$8.3 million dollars available for the Legislative Funding Stream, \$1.78 million available under the Resource Management Stream and \$215,000 for the Rat and Rabies Control Funding Stream. The Legislative Funding Stream is distributed to 69 applicants and the Resource Management Stream is distributed using a merit-based process. As for the Rat and Rabies Control Funding Stream<sup>1</sup>, this funding is only available to applicants located within Alberta's Rat Control Zone, see .Appendix 2 of the Terms and Conditions for more details on this program.

The purpose of the grant is to support ASBs with the administration of legislative requirements under the ASB Act and in the development and delivery of Resource Management extension programming.

The expected program outcomes include:

- Targeted prevention and control of agricultural diseases, pests, weeds, and delivery of soil conservation programs;
- Development of effective agricultural policies and plans that are implemented and address the needs and issues of the municipality related to agricultural practices;
- Increased awareness, understanding, and implementation of resource management agricultural practices, and programs with an emphasis on mitigating agriculture's impact on watershed health; and
- Development of strong collaborations with AF, other municipalities, governments, agencies, etc. to achieve outcomes listed in above bullets.
- The funding under the 2020-2024 ASB Grant Program used the following schedule. This agreement expires March 31, 2024.

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<sup>1</sup> This funding stream was added to the program in 2021.



ITEM	DATE DUE
Program Application Form <ul style="list-style-type: none"> <li>• ASB Grant Application Form</li> <li>• Schedule A               <ul style="list-style-type: none"> <li>- Part A: Legislative Funding Stream (mandatory)</li> <li>- Part B: Resource Management Funding Stream (optional)</li> </ul> </li> </ul>	April 24, 2020
Grant Agreement signed	Spring/Summer 2020
2017-2019 Statement of Income and Expenditures	May 31, 2020
2019 ASB Activity Report	May 31, 2020
2019 Expenditure Report	May 31, 2020
Confirmation of filing of 2019 Audited Financials with Municipal Affairs	Spring/Summer 2020
2020 Statement of Income and Expenditures	May 31, 2021
2020 ASB Report on Strategic Plan	May 31, 2021
Confirmation of filing of 2020 Audited Financials with Municipal Affairs	May 31, 2021
2021 Statement of Income and Expenditures	May 31, 2022
2021 ASB Report on Strategic Plan	May 31, 2022
Confirmation of filing of 2021 Audited Financials with Municipal Affairs	May 31, 2022
2022 Statement of Income and Expenditures	May 31, 2023
2022 ASB Report on Strategic Plan	May 31, 2023
Confirmation of filing of 2022 Audited Financials with Municipal Affairs	May 31, 2023
2023 Statement of Income and Expenditures	May 31, 2024
2023 ASB Report on Strategic Plan	May 31, 2024
Confirmation of filing of 2023 Audited Financials with Municipal Affairs	May 31, 2024
2024 Statement of Income and Expenditures	May 31, 2025
2024 ASB Activity Report	May 31, 2025
2024 Expenditure Report	May 31, 2025
Confirmation of filing of 2024 Audited Financials with Municipal Affairs	Spring/Summer 2025

## Field Visits

The ASB Grant Program office conducts a minimum of 15 field visits every year. The purpose of these visits is to meet with the Agricultural Service Board and review their programs with them to ensure the ASB is meeting their responsibilities under the Acts designated to them.

The field visit typically consists of two parts: a meeting with the ASB members and a tour of the municipality. The meeting with the ASB members allows ASB program staff to gain a better understanding of the concerns and needs of the ASB. The tour allows the ASB program staff to review projects and programs that the ASB is conducting to meet their responsibilities under the *ASB Act* and the effectiveness of those programs. The projects and programs reviewed are based on the outcomes of the ASB Strategic Plan.

## Business Planning

Strategic planning is creating a vision of the future and managing towards that future. Strategic planning is a process of determining what an organization intends to be in the future. An organization searches for the best possible future and then determines how to reach it. The purpose of the strategic plan is to provide a road map to guide the organization and the decisions it makes (Murphy 2004). The roadmap tells you, your staff, and the world how you expect your organization to achieve its stated objectives.



A strategic or business plan has often been defined as a comprehensive document that clearly describes how the organization tends to operate its business. It is the blueprint that sets you going towards your goals. It is an important communication tool that also details the financial strategy associated with achieving the goals of the organization. In contrast, operational planning is more detailed than a strategic or business plan as it focuses in on just the operations. An operational plan identifies how an organization will implement the business plan in a given year. An operational plan contains a breakdown of activities that supports business plan strategies and ongoing programs. Operational plans are also referred to as work plans where employees should see how their work connect to the organization's business plan.

Strategic business planning is creating a vision of the future and managing towards that future. It will focus the effort of your ASB and provide an effective process to align short-term decisions with long-term goals. It will also aid your ASB in responding to changing environments.

Strategic planning is a process all ASBs should go through every three years, coordinating with local government elections to:

- Set realistic goals of the board;
- Provide a road map to show where the ASBs is going and how to get there;
- Develop better coordination of activities with stakeholders;
- Develop a frame of reference for budgets and short-range operating plans;
- Build commitment among key stakeholders;
- Identify and analyze issues affecting clients, stakeholders, and the industry;
- Recognize the impact current issues are having on the ASBs and how they affect the needed changes in direction to address them;
- Identify and analyze available opportunities and potential risks; and
- Develop better communications with those both inside and outside the ASBs.

It is important that the ASB members be completely involved in planning as this is the way in which, they as ASB members, give their input and as a result, take ownership of the plan that they create. Planning must be done on an ongoing basis and reviewed at least once per year by the ASB.

## Providing Input to Provincial Agriculture Policy

One of the primary responsibilities of an ASB is to offer constructive input to the process of developing provincial agricultural policy. There are several ways to provide input to the Minister of AF.

- Individual ASB members can contact the Minister via telephone, letter or fax;
- The ASB can request a meeting with the Minister or draft a letter to provide advice or discuss concerns; or
- ASB can also initiate resolutions for the Minister's consideration.

## The Resolution Process

Regional ASB meetings are held in each of the five agricultural areas in October or November. Resolutions that are presented and supported by the majority proceed in the following manner:

- Resolutions that are regional in scope are directed by the hosting ASB to the appropriate regional authority for response.
- Resolutions that are provincial in scope are forwarded to the Provincial ASB Committee for presentation at the Provincial ASB Conference.

The Provincial ASB Committee, which is comprised of elected ASB members from each of the five agricultural regions, meet in November to discuss, amend, and group similar resolutions in an appropriate sequence for presentation to the Provincial Conference.

The Provincial ASB Conference will debate resolutions that were carried and sent forward from



the five regional meetings. The Provincial ASB Conference is usually held in late January or early February of the following year. The resolutions that are carried at this conference will then

be forwarded by the Provincial ASB Committee to the appropriate agency or department for a response.

These agencies and departments will provide a response to the Provincial ASBs Committee by June.

## Provincial ASB Committee

The Provincial ASB Committee was formed based on a recommendation from the review of the ASB Program in 2005.

The committee consists of:

- Five ASB voting representatives, generally one from each region;
- Director or executive member of the Rural Municipalities of Alberta (RMA);
- ASB Program Manager representing AF;
- 1<sup>ST</sup> Vice-President, AAAF as Secretary; and
- Recording Secretary appointed by AF at the request of the committee.

The purpose of the Provincial ASB Committee is to achieve a collective voice for ASBs across Alberta that would facilitate and represent both the diversity and the commonalities of ASBs.

Through this collective voice, several additional objectives can be achieved, such as:

- Improved communication between ASB Manager (AF) and ASBs;
- Opportunity to represent ASBs at yearly ministerial meetings;
- Increase policy development capacity of provincial ASBs;
- Elevate significance of ASBs; and
- Work cooperatively with AAAF and RMA on agricultural issues.

The committee currently meets with the Minister twice per year to discuss the responses to the resolutions passed at the Provincial ASB Conference

## Appendix 1 - History of ASB Programming

### 1945-1950

- Focus on the control of new weeds such as wild mustard and Canada thistle to prevent spread. Efforts included plowing down infested fields and hand pulling.
- Increase awareness of soil conservation by dealing with erosion problems, which occurred as a result of the dry conditions in southern Alberta and the use of the plow.



### 1950-1960

- Roadside seeding and weed control to prevent weed spread onto adjacent farmland and to reduce roadside hazards.
- Tree planting and the establishment of shelterbelts to further increase soil conservation efforts.
- Forage seed distribution to encourage farmers to seed grass on lands susceptible to erosion.
- During this time, the County of Camrose became the first county to use a municipal seed cleaning plant to reduce weed seed content in seed grain. Following its success, AF agreed to cost share the construction of seed cleaning plants in other municipalities.
- Initiation of the rat program within identified risk areas along the Alberta-Saskatchewan and Alberta-United States border.
- Development and implementation of livestock improvement programs for control of livestock diseases such as tuberculosis, bangs (*Brucellosis*), and warbles.
- Working with livestock owners on the control of predators such as coyotes.
- Implementation of a rabies control program.
- Agricultural equipment was made available to farmers on a rental basis.
- Development and implementation of drainage projects.

#### **1960-1975**

- Use of hydro seeding for seeding and reclamation of roadsides.
- Increased role in plant disease control projects in 1966 with the Bacterial Ring Rot Program.
- Continued involvement with the control of insect pest outbreaks, such as the implementation of a special spray program for the Bertha Armyworm outbreak in canola crops.
- Demonstration projects for control of dryland salinity and improvement of solonchic soils.

#### **1975-1990**

- Pesticide container collection sites became common.
- Blackfly Program implemented in 1981 when blackflies were identified as a serious threat to cattle.

#### **1990-2009**

- Variety of special projects such as fumigation of straw bales, clubroot awareness, etc.
- Environmental projects.
- Sustainable agriculture initiatives including support for Environmental Farm Plans and the Alberta Environmentally Sustainable Agriculture Program.
- Monitoring for various pests such as Fusarium, clubroot, and grasshoppers.
- Begin transition from awareness of weeds to invasive species.
- Global Positioning System (GPS) mapping of spraying.
- Implementation of a Wild Boar Program.
- Awareness of the *Freedom of Information and Protection Privacy Act* (FOIP). Municipalities reviewed the Acts they enforce in relation to this Act.
- Age verification and premise identification.
- Cooperatively work with AF to develop key contacts for all ASBs.

#### **2010**

- Agricultural Service Board Grant and the Alberta Environmentally Sustainable Agriculture (AESA) Grant merged.
- Crowsnest Pass becomes the 70<sup>th</sup> ASB to join the program.

#### **2013**

- ASB Program received an additional \$1.0 million in funding.

## 2019

- ASB Program review completed.

## 2020

- ASB Program legislative funding reduced by \$3.0 million.
- ASBs Celebrate 75 years of service to Albertans.
- Resource Management Stream Funding replaces Environmental Stream.

## 2021

- Rat and Rabies Program merged with ASB Grant Program as a 3<sup>rd</sup> Stream.

### Funding History

In 2003, ASBs and the RMA (formerly known as the Alberta Association of Municipal Districts and Counties (AAMDC)) submitted resolutions requesting “an increase in the amount of the ASB grant funding”. To address the resolutions submitted by ASBs and RMA and to meet the request by the Standing Policy Committee on Agriculture and Municipal Affairs, a review of the level of funding and the ASB Program was undertaken by the Department of Agriculture. As a result of the review, a 110% increase to the program budget was committed in 2005, bringing the total ASB Program budget to \$10.5 million. In 2013, the ASB program received an additional \$1.0 million in funding. In 2020, funding was reduced by \$3 million to \$8.5 million. The following table compares the support offered through the ASB grant at its inception in 1945, 1999, 2005, and in 2020.

1945 Funding	1999 Funding	2005 Funding	2016 Funding	2020 Funding
\$14,000 budget	\$5,000,000 budget	\$10,400,000 budget	\$11,400,000 budget	\$8,400,000 budget
60% provincial	21% provincial (average)	20% provincial	18% provincial	13% provincial
40% municipal	79% municipal (average)	80% municipal	82% municipal	87% municipal
Maximum of \$1,000 to each board for basic operating grant	Minimum of \$44,000 to each ASB for basic operating grant	Minimum of \$60,000 to each ASB for basic operating (requires justification)	No minimum set	Minimum of \$100,000 to each ASB to support FTE for Ag Fieldmen.

## Appendix 2 - Pros and Cons of Councilor vs Members-at-Large

There are advantages and disadvantages in operating an ASB with eligible members from each group. The following points offer the pros and cons of councilor vs member-at-large appointments to the board.

### Members-at-Large Appointments

#### Pros

- Appointment of members-at-large to the ASB has the potential to diminish the possibility of council members dominating any proceedings and outcomes.
- With the addition of members-at-large on the board, it may open doors for more and better communication and input from the local ratepayers.
- Members-at-large are selected by council from the community to hold a voting position on the ASB. Council is able to select progressive, proactive people that can provide a strong agricultural presence and understanding.
- It is also beneficial if the members-at-large selected by council consist of a cross-section of the agricultural community with respect to age, gender, areas of production, etc.. This diversity provides different perspectives on the state of agriculture in the community and the issues to be addressed by the ASB.
- Generally, members-at-large tend to be less political in their involvement on the ASB.

#### Cons

- Members-at-large may not see the “bigger picture” and may have the tendency to think in terms of the individual rather than the community.
- It is often perceived that the appointed member may not have public accountability, as they are not elected representatives.





## Councilors Appointments

### Pros

- Council members on the ASB are generally familiar with process and policy of local government, which should improve the function and efficiency of the ASB.
- Council members on the ASB also reside on the municipal board, which has the potential to improve the expediency to pass resolutions, approve budgets and programs, and deal with issues.
- It is often perceived that the councilor will be more accountable to the public as they were elected and; therefore, have a responsibility to the ratepayers.
- Generally, councilors are able to see the “bigger picture” and address issues from a community perspective

### Cons

- Councilors may not be as effective in identifying implications at the individual producer level.
- Unfortunately, as members of the municipal board, councilors may bring external politics into ASB meetings.
- Councilors as members of the local government may also have their own political agendas.



## Appendix 3 - Regional ASB Conference Resolutions Rules of Procedure

Link to Online Document:

<https://provincialagriculturalserviceboardcommittee.files.wordpress.com/2021/01/2021-jan-21-regional-rules-of-procedure-final.pdf>

Amended: January 21, 2021

### Regional Agricultural Service Board Conference Resolutions Rules of Procedure

**Purpose:** The purpose of this procedure is to formalize the parameters involved for the resolution process used by the Regional Resolution Committee (RRC). It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

**Scope:** As a method of deriving member direction, the resolution process is fundamental to informing the Agricultural Service Board's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

#### 1. Regional Resolution Committee

- a. Shall consist of:
  - i. A representative or alternate elected at the Regional Conference to sit on the Provincial ASB Committee and to act as the Chairman of the Regional Resolutions Committee.
  - ii. The Agricultural Fieldman or their designate who must be an Association of Alberta Agricultural Fieldmen (AAAF) member from the hosting Agricultural Service Board as Secretary.
  - iii. The Regional Director of AAAF.
  - iv. An Agricultural Service Board member from the hosting Board selected by that Board.
  - v. The ASB Grant Program Manager representing Agriculture and Forestry (AF) or their designate.
- b. The representative and alternate elected at the Regional Conference to sit on the Provincial ASB Committee shall be an elected or appointed member of an ASB in that region.
- c. Election of the representative and alternate shall take place at the beginning of the Resolution session in odd numbered years at each ASB Regional Conference, term of office to be two years. The representative (or alternate) shall assume the chair immediately following the conclusion of the resolutions session.

#### 2. Responsibilities of Regional Resolution Committee Members

- a. The Chairman shall:
  - i. Chair Regional Resolutions Committee meetings
  - ii. Chair the presentation of Resolutions at the Regional Conference
  - iii. Attend all Provincial ASB Committee meetings
  - iv. Assist in presenting Resolutions at the Provincial Conference
- b. The Secretary shall:
  - i. Advise Agricultural Service Boards that Resolutions must be forwarded four weeks prior to the Regional Conference
  - ii. In conjunction with the Regional Resolutions Committee, review, seek clarification if necessary, compile, and distribute resolutions to Agricultural

REGIONAL RULES OF PROCEDURE

1

Service Boards in the Region, at least one week prior to the Regional Conference

- iii. Record proceedings of Regional Resolutions Committee meetings, and the presentation and voting on resolutions at the Regional Conference
- iv. Forward all approved resolutions to the Provincial ASB Committee Secretary.
- c. All other members shall:
  - i. Assist with presentation of resolutions at the Regional Conference
- d. All costs incurred by the members of the committee for attending meetings will be reimbursed by each individual member's employer.

### 3. Resolutions

- a. Resolutions shall be submitted in an approved format and shall follow the procedures for selecting, preparing and drafting resolutions as set out in Appendix "A" attached to this document.
- b. Resolutions, regional or provincial in scope, and having been passed by a majority at a local Agricultural Service Board meeting shall be forwarded to the Secretary of the Regional Resolutions Committee four weeks prior to the Regional Conference.
- c. Late resolutions must be either:
  - i. Submitted to the Regional Conference with sufficient copies for all voting delegates and attendants (approximately 125); or
  - ii. Be displayed in a manner that all persons are able to review the resolutions, for example, projected on a screen for all to read.
- d. Late resolutions must be accepted by a simple majority of the assembly.

### 4. Procedures

- a. Resolutions submitted to the Regional Conference shall be handled in the numerical order assigned by the Chairman unless 3/5 of the voting delegates on the floor agree to accept a resolution out of numerical order.
- b. Each resolution must have a Mover and a Seconder.
- c. Only the "Therefore Be It Resolved" section will be read.
- d. The Chairman shall call on the Mover and Seconder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
  - i. If there is no one to speak in opposition, the question shall be called
  - ii. If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Seconder to speak to the resolution before the debate is closed
- e. Anyone wishing to amend a resolution must then speak to the resolutions as written, or anyone wishing clarification must speak up. All amendments must have a Mover and Seconder.
- f. The Committee requests the submission of proposed amendments prior to the resolution session for administrative ease
- g. Only one amendment will be accepted at a time and only one amendment to the amendment is permitted at a time.
- h. The Chairman has the discretion to request a written amendment.

- i. The Mover and Seconder are allowed five minutes in total to speak to the resolution or amendment. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.
- j. The Mover and Seconder have the right to close the debate and a maximum of two minutes each will be allowed for this.
- k. All other speakers, for or against the resolution, are allowed a maximum of two minutes.

#### **5. Voting and Speaking**

- a. Voting members of Agricultural Service Boards/Agricultural Committees shall be recognized voters on any resolution.
  - i. In the South Region, each ASB shall select two voting delegates to the Regional Conference who shall display the voting credentials and be recognized voters on any resolution (October 1997).
  - ii. In the Peace Region, each ASB shall select two voting delegates to the Regional Conference who shall display voting credentials and be recognized voters on any resolution (ratified by ASB Provincial Committee November 2016).
- b. An Agricultural Service Board member may have any person speak to a resolution by their request.
- c. All resolutions are passed or defeated by simple majority.

#### **6. Procedures for Approved Resolutions**

- a. Secretaries of the Regional Resolutions Committee shall:
  - i. Submit Regional Resolutions to the appropriate agencies as soon as possible following the Regional Conference.
  - ii. Regional Resolutions shall also be submitted to the Provincial ASB Committee for information.
- b. Submit Provincial Resolutions to the Provincial ASB Committee Secretary within five working days of the Regional Conference.

#### **7. Amendments to the Regional Rules of Procedure**

- a. An amendment to Regional Rules of Procedure may be initiated by simple motion from:
  - i. The Provincial ASB Committee
  - ii. Any Voting Delegate at the Provincial ASB Conference
  - iii. The Regional Resolutions Committee if the proposed amendment were to affect only that Region, subject to ratification by the Provincial ASB Committee
  - iv. Any Voting Delegate at a Regional Conference if the proposed amendment were to affect only that region, subject to ratification by the Provincial ASB Committee.
- b. Amendments must be accepted by a simple majority of all voting delegates at the Provincial ASB Conference.
- c. Amendments that are carried will take effect at the next Regional Conference.



### REGIONAL PROCEDURES FOR SELECTING, PREPARING AND WRITING RESOLUTIONS

1. Well in advance of the regional conference, discuss as a board the concerns of your farmers. Determine the factors affecting their economic well-being as well as those limiting their capability to maintain or improve agricultural production.
2. Make a list of concerns and rate each as to its level of importance.
3. Divide your concerns into the following categories:
  - a. Local Concerns
    - i. Concerns that are local in nature.
    - ii. Your board has the authority and capability to deal with these concerns. If local or provincial finances are available you may wish to initiate programs or projects or policy to satisfy these concerns.
  - b. Regional Concerns
    - i. Concerns that are regional in nature.
    - ii. You have the authority and capability to deal with these concerns but wish to request the support (cooperative action) of bordering Agricultural Service Boards, government departments or other agencies. Note: These concerns may be taken to the regional conference with a request for action at the regional level. e.g. You may be concerned about scentless chamomile, its movement and spread in hay, crop seed in the region, etc. You would like the support of all boards in the region as well as government agencies in slowing down spread and in working towards common objectives. If such a resolution was passed at the regional conference, your regional resolutions would forward the request for support to all boards in the region plus the appropriate government agency.
  - c. Provincial Concerns
    - i. Concerns that are provincial in nature.
    - ii. In order to deal with these concerns at the local level, you require a change in provincial policy. Note: When writing your resolutions make certain you do not ask the province to do something that you already have authority at the local level to do. Because most concerns will ultimately need to be dealt with locally, ask for a change in provincial policy that would enable you as a board to take the necessary action. Resolutions that are provincial in scope, if passed by the regional conference, could be forwarded to the provincial conference for action.
4. Conduct some research on your regional and provincial concerns to:
  - a. Ensure that these concerns were not submitted as resolutions previously and that action has already been taken regionally or provincially.
  - b. Check with those agencies that you expect to respond to your concern (resolution). Determine if they are aware of the need and whether any action is being considered.
  - c. Obtain sufficient background information to be able to write and defend your resolution.
5. Write your resolutions with sufficient "whereas" statements to ensure that those reading the resolution will be able to understand your request.
  - a. All "whereas" statements should relate specifically to your request.

## APPENDIX "A" – AGRICULTURAL SERVICE BOARDS

- b. Resolutions need to be presented with only one "Therefore Be It Resolved" statement.
  - i. If other closely related requests are required in the resolution, it may be appropriate to add no more than two 'Further Therefore Be It Resolved' statements.
  - ii. If you wish to make additional requests for action, it is appropriate to write another resolution.
- 6. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.
- 7. The resolution shall be presented in the approved format as indicated on the following page.

## **Regional Resolutions Format**

### **TITLE**

WHEREAS

WHEREAS

WHEREAS

**THEREFORE BE IT RESOLVED  
THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST**

SPONSORED BY:

MOVED BY:

SECONDED BY:

CARRIED

DEFEATED

STATUS

DEPARTMENT

### **BACKGROUND INFORMATION**

Background information should include the history of the issue, potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.

## Appendix 4 – Provincial ASB Committee Rules of Procedure

Link to Online Document:

<https://provincialagriculturalserviceboardcommittee.files.wordpress.com/2021/04/2021-jan-21-provincial-rules-and-procedure-final.pdf>

Approved: January 21, 2021

### Provincial Agricultural Service Board Conference Resolutions Rules of Procedure

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**Purpose:** The purpose of this procedure is to formalize the parameters involved for the resolution process used by the Provincial Resolution Committee (PRC). It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

**Scope:** As a method of deriving member direction, the resolution process is fundamental to informing the Agricultural Service Board's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

#### 1) Provincial Resolution Committee (PRC)

- a) Shall consist of members of the Agricultural Service Board Provincial Committee (ASBPC) Specifically:
  - i) Five Regional Committee
  - ii) Director or executive member of Rural Municipalities of Alberta (RMA)
  - iii) First Vice President of the Association of Alberta Agricultural Fieldmen (AAAF) as Secretary
  - iv) Manager of the ASB Grant Program representing Alberta Agriculture and Forestry (AF)
  - v) ASBPC Executive Assistant

#### 2) Responsibilities of Provincial Resolution Committee Members

- a) Chairman
  - i) Chairman of the ASBPC shall chair the presentation of Resolutions at the Provincial Conference
  - ii) Present a report card on previous years' resolutions
- b) Secretary
  - i) Receive resolutions from Regional Conferences within five working days of each conference
  - ii) Provide copies of draft Provincial resolutions to ASBPC
  - iii) Provide copies of approved Provincial resolutions to each ASB by December 1 of each year
  - iv) Record proceedings of Provincial ASB Conference Resolution Session(s)
  - v) Maintain minutes from Provincial ASB Conference
- c) Manager ASB Grant Program



- i) Time speakers to ensure each ASB member has adequate time to speak to the resolution
  - ii) Provide support to the Chair, Secretary and Executive Assistant
- d) Executive Assistant
  - i) Provide support to the Chair and Secretary
  - ii) Ensure resolutions are in appropriate format
- e) All other members shall:
  - i) Assist with presentation of resolutions at the Provincial Conference
- f) All costs incurred by the members of the committee for attending meetings will be reimbursed by each individual member's employer

### 3) Authority

- a) The PRC, in its' entirety, has authority to review Provincial resolutions
- b) Responsibilities include:
  - i) Request clarification for a resolution from the sponsoring ASB in terms of wording, intent, etc. to:
    - (1) Amend the grammar, wording or format of the resolution provided it does not change the intent,
    - (2) Provide comments on each resolution with regards to its background,
    - (3) Inform the sponsoring municipality(ies) where the resolution will materially change or contradict a current ASB position,
    - (4) Notify the sponsoring municipality(ies) of any deficiencies in meeting the guidelines of resolutions as outlined in this policy, and
  - ii) Amalgamation of two or more resolutions between jurisdictions if several resolutions are of similar topic and content after consultation and approval of the sponsoring municipalities
  - iii) Request withdrawal of a resolution if the resolution:
    - (1) Has no bearing whatsoever with the agricultural industry
    - (2) Has been resolved prior to the resolution screening meeting, or
    - (3) Has been covered by another resolution
- c) Determine order that resolutions will be presented in
  - i) In the event of receipt by the Committee of two or more contradictory resolutions, the Committee will order the resolutions in such fashion that the contradictory resolutions are presented consecutively
  - ii) If the first of the resolutions is passed, the contradicting resolution(s) will be deemed defeated, and will not subsequently be brought to the floor
  - iii) If the first resolution is defeated, the contradictory resolution(s) will be brought to the floor of the conference for consideration

- d) Resolutions passed at an ASB Provincial Conference will be advocated on for a period of five years from the date of approval. A list of expiring resolutions will be placed in the report card annually.
  - i) If an ASB wishes the resolution to remain active, the resolution must be brought forward for approval again at the next ASB Provincial Conference.
  - ii) Only resolutions from the previous two years will be reported on in the annual Report Card on the Resolutions
- e) The ASBPC may provide annual training on the resolutions policy for all committee members.
- f) A parliamentarian may be engaged to support the chair during the Resolutions Session. The parliamentarian shall be appointed by the ASBPC.
- g) The ASBPC shall have power to rank the resolutions per their relative importance thus determining the order paper.

#### 4) Resolutions

- a) Provincial Resolutions
  - i) Resolutions Provincial in scope and having been passed by simple majority at a Regional Conference shall be submitted to the Secretary of the ASBPC within five working days of the Regional Conference. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and province-wide impacts for municipalities.
  - ii) After resolutions Provincial in scope are received by the ASBPC Secretary, the PRC will meet to review them.
  - iii) The PRC shall forward resolutions to each ASB by December 1 each year. Each ASB shall provide sufficient copies for their delegates and staff. Hard copies and/or digital copies of Provincial resolutions will be included in the Provincial Conference package available at registration.
- b) Regional Resolutions
  - i) Resolutions that are Regional in nature and that have been passed by a Regional Conference shall be sent by the Secretary of the Regional Resolutions Committee to whomever they are directed to for reply and a copy of the resolution and resolution response sent to the ASBPC for information only.
- c) Emergent Resolutions
  - i) A resolution received by the ASBPC that was not presented and voted on at a Regional ASB Conference may be considered by the Committee as a potential Emergent Resolution. It may be recommended for acceptance by the PRC if the resolution is deemed an emergency issue of provincial significance regarding Agricultural Legislation or Agriculture Policy that has arisen since the Regional ASB Conferences, or if the sponsoring ASB can justify to the Committee why the resolution did not come to the floor of a Regional Conference.

- ii) If a resolution is denied Emergent status by the PRC, the sponsoring ASB may appeal this ruling through the Chair to the floor of the Provincial ASB Conference Resolution Session, where it may be reconsidered as Emergent at the pleasure of the Voting ASB Conference Delegates. The vote for acceptance of an appealed Emergent Resolution must be carried by a 3/5 majority of voting Provincial ASB Conference delegates.
- iii) Sufficient copies of resolutions accepted as Emergent must be made available by the sponsoring ASB to all conference delegates.
- iv) Emergent Resolutions must be submitted to the Secretary of the ASBPC 24 hours prior to the start of the Provincial Conference.

## 5) Procedures

- a) Approved Provincial Resolutions
  - i) Resolutions approved for debate at the Provincial Conference by the PRC shall be handled in numerical order as recommended by the committee unless 3/5 of the voting delegates on the convention floor agree to accept a resolution out of that numerical order.
  - ii) Each resolution must have a Mover and a Seconder
  - iii) Only the "Therefore Be It Resolved" section will be read
  - iv) The Chairman shall call on the Mover and Seconder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
    - (1) If there is no one to speak in opposition, the question shall be called
    - (2) If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Seconder to speak to the resolution before the debate is closed
  - v) Anyone wishing to amend a resolution must then speak to the resolution as written, or anyone wishing clarification must speak up. All amendments must have a Mover and a Seconder. The Committee requests the submission of proposed amendments prior to the resolution session for administrative ease
  - vi) Only one amendment will be accepted at a time, and only one amendment to the amendment is permitted at a time.
  - vii) The Chairman has the discretion to request a written amendment.
  - viii) The Mover and Seconder are allowed five minutes in total to speak to the resolution or amendment. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.
  - ix) The Mover and Seconder have the right to close the debate and a maximum of two minutes each will be allowed for this.
  - x) All other speakers, for or against the resolution, are allowed a maximum of two minutes.
- b) Emergent Resolutions
  - i) Resolutions approved as Emergent according to Section 4 shall be dealt with last.
  - ii) Chair will advise delegates of the ASB Committee comments with respect to recommending the resolution as emergent.



- iii) Chair will ask delegates if they wish to accept the resolution for debate.
  - (1) A mover and seconder are required to put a motion on the floor to accept the resolution for debate as emergent.
  - (2) Delegates have the right to speak to the motion regarding whether to accept the emergent resolution for debate.
- iv) A mover has the right to close debate.
- v) Chair will call the question.
- vi) 3/5 majority required for acceptance of the resolution as emergent
- vii) If accepted as an emergent resolution, follow procedure for Provincial Resolutions (Section 5a)

## 6) Voting and Speaking

- a) Two delegates from each municipality's ASB at the conference shall be recognized voters on any resolution.
- b) An Agricultural Service Board member may have any person speak to a resolution by their request.
- c) All Resolutions are passed or defeated by simple majority except where a change to legislation is asked for or acceptance of an emergent resolution for debate, when a 3/5 majority is required.

## 7) Procedures for Approved Resolutions

- a) Secretary of the ASBPC shall submit approved resolutions to the PRC members.
- b) Executive Assistant and Secretary of the ASBPC will submit resolutions to appropriate agencies and organizations for response.
  - i) Responses will be compiled, returned to the Secretary for distribution to the ASBPC and individual ASBs, and posted electronically.
- c) Chairman of the ASBPC shall:
  - i) Hold a committee meeting to review and discuss responses to resolutions.
  - ii) Request a committee meeting with RMA Executive.
  - iii) Request a committee meeting with the Resource Stewardship Committee to discuss or clarify resolution responses if deemed necessary.
  - iv) Request a committee meeting with the Ministers of appropriate ministries to discuss resolution responses if deemed necessary.
  - v) Direct the ASBPC to prepare and circulate a Resolutions Report Card itemizing actions that have been undertaken by the Committee in response to resolutions passed at previous conference.

## 8) Roberts Rules of Order

- a) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the procedure of the Resolutions Committee in all cases for which they are applicable, except if the rules are not consistent with the Provincial ASB Conference Rules

of Procedure. The Provincial ASB Conference Rules of Procedure will take precedence. Attached are example excerpts from Robert's Rules of Order that apply directly to the Resolution Process.

#### **9) Amendments to Provincial Rules of Procedure**

- a) An amendment to these Rules of Procedure may be made by a simple motion from:
  - i) The ASBPC, or,
  - ii) Any voting delegate at the conference
- b) Amendments must be accepted by a simple majority of all voting delegates at the Provincial ASB Conference
- c) Amendments that are "Carried" will take effect at the next Provincial ASB Conference

#### **10) ASB Provincial Committee Fees**

- a) The Association of Alberta Agricultural Fieldmen will collect approved fees on behalf of the Agricultural Service Board (ASB) Provincial Committee to support the costs of the Committee.
- b) The recommended fee will be based on financial need and will be approved at the Provincial ASB Conference. Billing to all municipalities with Agricultural Service Boards the following year.
- c) Voting on the value of the fee will take place at the Provincial ASB Conference. The two municipal delegates at the conference from each municipality will vote on the value of the fees and must be accepted by a simple majority.

### **ROBERT'S RULES OF ORDER – EXCERPTS & CLARIFICATION OF PROCESSES**

The ASBPC offers the following excerpts from Robert's Rules of Order as well as a few other suggestions for clarification of the resolution process. The intent is for the entire assembly to have a clearer understanding of the rules of procedure for each member to participate to the fullest extent.

#### **MOTIONS & RESOLUTIONS**

- A motion is a proposal that the assembly take certain action, or that it expresses itself as holding certain views.
- It is made by a member obtaining the floor and saying, "I move that," and then stating the action he proposes to have taken.
- Thus, a member "moves" that a resolution be adopted, or amended, or referred to a committee, or that a vote of thanks be extended, etc.

#### **HANDLING OF A MOTION**

##### **What precedes a debate?**

- Before any subject is open to debate it is necessary for the following 3 actions to occur.
  1. A motion is made by a member who has obtained the floor.

2. The motion is seconded (with certain exceptions).
  3. The question is stated by the chair.
- The chair must either rule the motion out of order or state the question on it so that the assembly may know what is before them for consideration and action, that is, what is the *immediately pending question*.

**Stating of the question by the chair:**

- When the motion that is in order has been made and seconded, it is the duty of the chair to formally place it before the assembly by "**stating the question**"; that is, he states the exact question that is before the assembly for its consideration and action.
  - For example, in the case of a resolution, the chair may state the question by saying, "It is moved and seconded to adopt the following resolution".
- Until the chair states the question,
  - the mover has the right to modify his motion/resolution as he pleases, or to withdraw it entirely.
  - when the mover modifies his motion, the seconder has a right to withdraw his second.
- After the question has been stated by the chair, the motion becomes the property of the assembly,
  - the maker can not modify or withdraw his motion/resolution without the assembly's consent.
- While the motion is pending or being debated,
  - the assembly can change the wording of the motion by the process of amendment.

**Debate**

- After the chair states a question, it is before the assembly for consideration, debate, and action.
- No member should speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- Any member who wished to force an end to debate (prior to the chair) must first obtain the floor by being recognized to speak by the chair. Once the member has obtained the floor he must then move to "*Call or put the Question (before the assembly)*". This motion must be seconded and adopted by unanimous consent.
- All resolutions, reports of committees, communications to the assembly, and all amendments proposed to them, and all other before final action is taken on them (unless by a two-thirds vote the assembly decides to dispose of them without debate). debatable motions may be debated



#### Modifying a Motion

- A motion can be modified or amended after the chair states the question.
- **Friendly amendments** will only be considered for punctuation or spelling corrections.
  - As the chair would already have stated the motion, it is now the property of the assembly and therefore the chair will ask the assembly if there are any objections.
  - If no objection is made, the chair will declare the amendment adopted.
  - If even one member objects (which includes the mover and seconder), the amendment is subject to debate and votes like any other amendment.
- The chair will determine if **an amendment is germane**.
  - An amendment must be germane to be in order.
  - To be germane, an amendment must in some way involve the same question raised by the motion to which it is applied.
  - An amendment cannot introduce an independent question.
  - An amendment can be hostile to, or even defeat the spirit of the original motion and still be germane.

#### Putting the Question and Announcing the Vote:

- When the debate appears to have closed, the chair asks,
  - "Are you ready for the question?" If no one rises he proceeds to **put the question** – or to take the vote on the question.
- In putting the question, the chair should make perfectly clear what the question is that the assembly is to decide.
  - For example, "The question is on amending the resolution by [insert amendment]. Those in favor of the amendment, etc. The question is now on the resolution as amended, which is as follows [read resolution as amended]. Are you ready for the question?"
- The vote should always be announced, as it is a necessary part of putting the question. The vote does not go into effect until announced.
- If a vote is too close to call, a standing vote will be required. Voting delegates are to remain standing while the count is taken. The Chair will indicate when to sit once the vote is counted.

#### REQUEST FOR PERMISSION TO WITHDRAW OR MODIFY A MOTION

- Conditions for withdrawing or modifying a motion depend upon how soon the mover states his wish to withdraw or modify it.
  - Before a motion has been stated by the chair, it is the property of its mover, who can withdraw it or modify it without asking the consent of anyone. Thus, in the brief interval between the making of a motion and the time when the chair places it before the assembly by stating it, the maker can withdraw it.
  - After a motion has been stated by the chair, the mover requires permission from the assembly to withdraw or modify a motion.

#### SECONDING A MOTION

- A motion is seconded by a member saying, "I second the motion," or "I second it."
  - Members seconding a motion are also required to stand and identify themselves. This is especially important in large assemblies where non-members are scattered throughout the assembly.

*"The assembly rules – they have the final say on everything!" (Robert's Rules of Order)*

*"Silence means consent!" (Robert's Rules of Order)*

Note: Content is taken from Robert's Rules of Order as well as clarification of processes suggested by the ASBPC.



## Appendix A

### Resolution Writing Guidelines

1. Resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background and shall be in the form:

#### TITLE

WHEREAS ...;

WHEREAS ...;

WHEREAS ...;

**THEREFORE, BE IT RESOLVED**

**THAT THE ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST...**

SPONSORED BY:

MOVED BY:

SECONDED BY:

CARRIED DEFEATED

#### Background

1. Resolutions must address a topic of concern that is relevant to municipalities on a provincial or federal basis.
2. The title must provide a clear indication of the resolution's intent.
3. The preamble must provide clear, brief, factual context for the operative clause.
4. The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to.
5. Resolutions must be accompanied by background information outlining the following where appropriate:
  - a. The history of the issue,
  - b. Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
  - c. Past or current advocacy efforts by the ASB or other organizations,
  - d. Recent incidents or developments,
  - e. Specific legislation linkages, and
  - f. Other stakeholders with a vested interest.

# AGENDA ITEM REPORT



**Title:** Agricultural Service Board Level of Service  
**Meeting:** Agricultural Service Board - 14 Apr 2022  
**Department:** Agriculture Service Board  
**Report Author:** Gary Secrist

## APPROVAL(S):

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

Approved - 17 Mar 2022  
Approved - 18 Mar 2022

## 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 updated the Level of Service (LOS) document in order to formalize the activities performed by the department in 2022.

The document mirrors the 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 that will adjust the service levels to increase or decrease activities. The only significant change for this year is the addition of Dutch Elm Disease Prevention and Control under Pest Control and Management activities in Appendix B.

## RECOMMENDATION:

Move the Agricultural Service Board 2022 Level of Service to County Council for approval.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved the Agriculture Department LOS document at the ASB meeting in September of 2021.

## BACKGROUND INFORMATION:

An Agricultural Service Board Level of Service document provides a clear and measurable target for ASB activities that are set annually by Council. Modifications to the document must take into account the baseline obligations under the ASB Grant. The document will be available to the public, along with a public engagement element. This will allow the public to gain a better understanding of the service levels provided and offer their input on these levels.

## ALTERNATIVES / PROS / CONS:

Council may direct administration to change the LOS and bring it forward for Council resolution at a future meeting. This could include increases or decreases to services, which would be estimated by administration for proposed budget changes.

**FINANCIAL IMPACT:**

Budget for 2022 and beyond are contained in the policy. As the LOS changes through Council direction, the document will be adapted prior to budget so an 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 determining factor on delivering Agriculture Services programs.

**ATTACHMENTS:**

[2022 ASB LOS](#)



# Agricultural Service Board Level of Service



Created July 2022



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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**

**2022 Budget Amount: \$287,865**

### **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
- Weed Control Mowing

### **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**

**2022 Budget Amount: \$75,785**

#### **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:

<ul style="list-style-type: none"><li>• Surveys</li></ul>	<ul style="list-style-type: none"><li>• Norway Rat</li></ul>
<ul style="list-style-type: none"><li>• Coyotes</li></ul>	<ul style="list-style-type: none"><li>• Skunks</li></ul>
<ul style="list-style-type: none"><li>• Live Traps</li></ul>	<ul style="list-style-type: none"><li>• Grasshopper Control</li></ul>
<ul style="list-style-type: none"><li>• Dutch Elm Disease</li></ul>	

#### **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.
- Staff will be trained on Dutch Elm Disease prevention and control.

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

**2022 Budget Amount: \$5,085**

#### **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**

**2022 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**

**2022 Budget Amount: \$162,647**

#### **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**

**2022 Budget Amount: \$264,073**

### **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**

**2022 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, 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**

**2022 Budget Amount: \$142,060**

### **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**

**2022 Budget Amount: \$60,000**

### **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**
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  - 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 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 online and 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 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 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.

G. Dutch Elm Disease Prevention and Control

- i. Municipal Staff will work with the Society to Prevent Dutch Elm Disease (STOPPED) with the placement of traps to monitor the movement of Elm Bark beetles in the area.
- ii. If an elm tree is showing symptoms of the disease samples will be sent to the Provincial lab for analysis.
- iii. Should test results confirm a positive case of Dutch Elm Disease the Supervisor of Agricultural Services or his designate will ensure proper steps are taken for removal and proper disposal of affected trees.
- iv. Lethbridge County will provide information to residents on the identification and control of Dutch Elm Disease by distributing publications provided by The Society to Prevent Dutch Elm Disease. Information provided will inform residents of the Elm pruning ban which runs from April 1st to September 30th and that it is illegal for Elm Wood to be transported or kept as firewood.



## **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.

