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Procedure Title: AGRICULTURAL SERVICE BOARD

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Procedure No: 6301

Approval: CAO

Effective Date: January 1, 2006

Supersedes Procedure No: Section D, Agriculture 5.(a)

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1. Definitions

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1.1 "A.S.B." means the Agricultural Service Board

1.2 "Board" means the Agricultural Service Board.

1.3 "Council" means the Council of Mountain View County.

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1.4 "ACA" means the Alberta Conservation Association.

1.5 "AESA" means Alberta Environmentally Sustainable Agriculture.

1.6 "BMP" means Best Management Practices.

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1.7 "DFO" means Department of Fisheries and Oceans (Federal).

1.8 "EFP" means Environmental Farm Plans.

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1.9 "LRDRWI" means Little Red Deer River Watershed Initiative.

1.10 "PFRA" means the Prairie Farm Rehabilitation Administration.

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1.11 "SAS" means the Sustainable Agriculture Specialist appointed by the County.

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2. Roles and Responsibilities

2.1 The Agricultural Service Board (A.S.B.) is established under the Agricultural Service Board Act to:

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2.1.1 Act as an advisory body and to assist Council and the Minister of Agriculture, in matters of mutual concern.

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2.1.2 Advise on and to help organize and direct weed and pest control and soil and water conservation programs.

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2.1.3 Assist in the control of livestock disease under the Livestock Diseases Act.

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2.1.4 Promote, enhance and protect viable and sustainable Agriculture with a view to improving the economic viability of the agricultural producer.

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2.1.5 Promote and develop agricultural policies to meet the needs of the municipality. (RSA 1980cA-11s2; 1997c1s3)

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2.2 The A.S.B. is to ensure Provincial Statutes (Weed Control Act, Soil Conservation Act, Agricultural Pests Act, and Agricultural Service Board Act) are administered to the benefit of all Municipal residents.

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2.3 The A.S.B. shall annually prepare and submit operating and capital budgets and an annual report on programs and expenditures to Council for approval.

2.4 The A.S.B. has the responsibility and authority to carry out the programs approved by Council in the annual operating and capital budgets.

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2.5 The A.S.B. shall prepare and annually review the document, "A.S.B. Programs and Operational Practices" describing all of the programs provided by the A.S.B.

2.5.1 The program description is to include operating practices used to carry out the respective program.

2.5.2 The A.S.B. has the authority to adjust the "A.S.B. Programs and Operational Practices" as necessary.

2.5.3 The "A.S.B. Programs and Operational Practices" will be part of the procedures under Appendix A.

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2.6 A.S.B. members will advise the Board on the level of success of A.S.B. programs and policies in their area.

2.7 The A.S.B. will advise Council with respect to proper land utilization in general terms with the view to improving the economic welfare of County farmers.

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2.8 All A.S.B. programs and procedures shall be subject to county policies and bylaws.

2.9 All matters relating to administration shall be subject to County policy.

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3. **Structure of Agricultural Service Board**

3.1 The A.S.B. will consist of three (3) Councillors appointed annually at the Organizational meeting.

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3.2 Four members at large who are interested in the betterment of Agriculture will be appointed by Council with input from the Agricultural Fieldman at the Organizational meeting.

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3.2.1 These members must meet the following criteria:

3.2.1.1 Be an active Agricultural producer.

3.2.1.2 Be well versed in diversified County agriculture.

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3.2.1.3 Be able to attend Regional and Provincial A.S.B. Conferences as well as monthly meetings.

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3.2.1.4 The Chair and Vice Chair person will be selected by the ASB at the first meeting following Council's organizational meeting.

3.2.2 These members at large will serve a two-year term on a rotational basis and will be eligible for reappointment.

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3.2.3 Per diem, mileage, and approved expenditures will be paid in accordance to the policy for County Councillors.

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3.3 The Agricultural Fieldman and Assistant Agricultural Fieldman are non-voting members.

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4. **Agricultural Service Board Meetings**

4.1 The A.S.B. will meet monthly, with meetings on the third Monday of each month. If the meeting is not required it will be cancelled at the call of the Chair.

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4.2 Other meetings as necessary will be at the call of the Chair.

4.3 A.S.B. minutes will be received as information at the Policies & Priorities Committee meetings and forwarded to the Provincial A.S.B. coordinator as well as A.S.B. members.

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4.4 Alberta Agricultural Specialists may be invited as needed and will not have voting privileges.

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5. **Special Agricultural Committees**

5.1 Special Agricultural Committees are considered to be Ad Hoc Committees.

5.2 Committee membership, structure, term, and appointments are to be determined by the A.S.B. at the time of creation, and reviewed annually until the need for the respective committee is no longer required.

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5.3 Remuneration for committee members other than A.S.B. members, if required, will be no greater than the maximum according to County policy.

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Approved: January 11, 2006

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**Appendix A**  
**Agricultural Service Board**  
**Programs and Operational Practices**

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1. **Plant Industry**

1.1 **Roadside Weed Control**

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1.1.2 The main objective is to control annual and perennial weeds on County Roadsides.

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1.1.2.1 Roadsides to be sprayed or mowed will be determined by the Agricultural Fieldman.

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1.1.2.2 The method of control will be determined by the Agricultural Fieldman.

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1.1.2.3 Spraying will not take place within 100 meters on either side of farmsteads, gardens, or shelter belts unless specifically requested by landowners in writing.

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1.1.2.4 Operator discretion will be used as to whether or not to spray near broad leaf crops.

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1.2 **Roadside Seeding**

1.2.1 The main objective is to prevent soil erosion on newly constructed roads, and to reclaim other areas disturbed by County operations.

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1.2.1.1 The Agricultural Department will seed roadsides of newly constructed roadsides.

1.2.1.2 Seeding will be done when it is feasible following the completion of construction.

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1.2.1.3 A certificate of contents will be obtained before seed is purchased.

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1.2.1.4 Seeding rates will be determined by the Agricultural Fieldman.

1.2.1.5 Seeding of private land will be as per the condition contained in the agreement with the respective land owner.

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1.3 **Brush Control**

1.3.1 The main objective is to keep road allowances clear of brush to enhance public safety by providing better vision and reducing the possibility of snow drifting on County roads.

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1.3.1.1 Brush control will be carried out by use of chemicals or mowing as determined by the Agricultural Fieldman.

1.3.1.2 Roadsides where brush control will be carried out will be determined by the Agricultural Fieldman.

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1.4 **Toadflax**

1.4.1 The main objective is to control Toadflax in Mountain View County.

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1.4.1.1 The County's Toadflax control program will be concentrated on roadsides.

1.4.1.2 Areas to be sprayed will be determined by the Agricultural Fieldman.

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1.4.1.3 Emphasis will be placed on an education program for the control of Toadflax.

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1.5 **Roadside Mowing**

1.5.1 The main objective is to prevent snow build-up on hard top roads, weed control, and to improve vision and safety of the traveling public.

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1.5.1.1 All maintained Road Allowances will be mowed at least annually, time permitting and at the Agricultural Fieldman's discretion.

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1.6 **Weed Inspections**

1.6.1 The main objective is to identify and prevent the spread of invasive plants.

1.6.1.1 Weed inspections will be conducted by the Agricultural Fieldman and/or staff.

1.6.1.2 Weed notices shall only be issued after Public Relations efforts with the landowner have failed.

1.6.1.3 Weed notices not complied with shall be brought to the attention of County Administration who, in consultation with the Agricultural Fieldman, will determine what further action is to be taken.

1.6.1.4 All notices are subject to appeal by the landowner.

1.6.1.5 Action shall be taken on all restricted weeds within the County according to the Weed Control Act. This action shall culminate with the implementation of control measures.

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1.7 **Seed Plants**

1.7.1 The Seed Plants located in Mountain View County will report to the Council through the A.S.B.

1.7.2 The A.S.B. will appoint one of its members to represent the County on each of the Seed Plant Boards.

1.7.3 The main objective is to ensure that seed cleaning plants in the County maintain the highest possible standards.

1.7.3.1 The Agricultural Fieldman or designate is to carry out annual seed plant inspections at recognized seed cleaning plants within the County. The inspections will be made along with a member of the Provincial Seed Cleaning Plant Co-op Association and members of the seed plant board who wish to attend.

1.7.3.2 Inspections will be on an unannounced basis.

1.7.3.3 The Chairman of the Seed Cleaning Plant Board will be notified 1 week in advance.

1.7.3.4 A minimum of 20 seed samples shall be collected and graded annually from each seed cleaning plant.

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1.8 **Horticulture and Tree Planting**

1.8.1 The main objective is to assist with the establishment of field and farm shelter belts.

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1.8.1.1 Trees distributed will be from Alberta Nurseries or the PFRA shelterbelt program.

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1.8.1.2 Distribution of trees will be from the Agricultural Department shop at Didsbury with applicants picking up their own trees. Any trees held over after two (2) days, will be disposed of at the discretion of the Agricultural Fieldman.

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1.8.1.3 The tree planter will be allocated at the discretion of the Agricultural Fieldman. The charge out rate will be included in the County fee schedule.

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1.8.1.4 On request, the Agricultural Fieldman may provide assistance in determining which insect or what types of diseases are affecting trees.

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1.9 **Tall Buttercup**

1.9.1 The main objective is to assist and educate ratepayers for the control of Tall Buttercup as well as to control Tall Buttercup on County property.

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**Environment**

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2.1 **Watershed Programs**

2.1.1 The main objective is to preserve and enhance the quality of the water and the watershed areas in Mountain View County.

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2.2 **Programs Offered**

2.2.1 AESA is a long term provincially funded program designed to facilitate the continued development and adoption of management practices and technologies that make agricultural production and processing more environmentally responsible.

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2.2.2 EFP promote and supply technical support to the producers enrolled in EFP's.

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2.2.3 LRDRWI - The group consists of multiple stakeholders along the Little Red Deer River. The main focus is water quality monitoring and implementation of BMP's on the Little Red Deer River.

2.2.4 ACA & DFO offers funding assistance to producers throughout the County in implementing BMP's that will help preserve water quality.

2.2.5 Solar Demonstration Unit will be made available to producers at no cost. Unit is to be reserved through the SAS on a first come first serve basis. Priority will be given to first time users.

2.3 **Funding**

2.3.1 AESA is funded provincially through Alberta Agriculture Food and Rural Development. The current three year program expires at the end of 2007.

2.3.2 Maintenance and upkeep of Solar Demonstration Units will be the responsibility of the County.

2.4 **Roles and Responsibilities**

2.4.1 The Sustainable Agriculture Specialist is responsible for implementing Environmental programming.

2.4.2 The Sustainable Agriculture Specialist will liaise between Watershed Groups and the A.S.B.

2.5 **Container Site**

2.5.1 The main objective is to meet the requirements of Alberta Environment in providing for safe disposal of agricultural chemical containers.

2.5.1.1 Mountain View County officially recognizes the only permanent chemical container site is located at SW 5-32-1-W5.

2.5.1.2 Maintenance of this permanent site will be the responsibility of the Agricultural Department staff.

2.5.1.3 The operation of the site will be in accordance with the regulations contained in the agreement between Mountain View County and Alberta Environment.

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3. **Animal Industry**

3.1 **Livestock Scale**

3.1.1 The main objective is to assist cattle producers in determining selling weight, weaning weight etc. of their cattle.

3.1.1.1 The livestock scale will be made available to producers on an appointment basis.

3.1.1.2 The fee for the use of the livestock scale will be set by the A.S.B. and be part of the County fee schedule annually approved by Council.

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4. **Vertebrate Pests**

4.1 **Coyotes**

4.1.1 The main objective is to reduce losses to agriculture caused by predators.

4.1.1.1 All control work will be undertaken by the Agricultural Fieldman or the Assistant Agricultural Fieldman. In the event that this is not possible, the Wildlife Specialist from Rocky Mountain House will be contacted at (403) 845-6156.

4.1.1.2 Control work will consist of training the landowners in the use of toxicants and issuance of such when deemed necessary. The toxicants will only be issued when predation has been confirmed by one of the three people named in (4.1.1.1) above and then only in accordance with Alberta Agriculture's Standards and Restrictions for Coyote Predator Control.

4.1.1.3 Landowners will be encouraged to take all possible precautions to prevent the loss of livestock to predators. In the event of a continuation of losses, assistance from the Wildlife Specialist will be requested.

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4.2 **Skunks**

4.2.1 The main objective is to assist land owners in controlling nuisance pests.

4.2.1.1 Skunk Control will be the landowner's responsibility with help and traps available from the Agricultural Fieldman.

4.2.1.2 Skunks suspected of being rabid are the responsibility of Problem Wildlife upon notification by the Agricultural Fieldman.

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4.3 **Rats (Norway)**

4.3.1 The main objective is to keep Alberta rat free.

4.3.1.1 Reports of Rat sightings will be investigated by the Agriculture Department.

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5. **Soil Conservation**

5.1 The main objective is to promote good soil conservation practices.

5.1.1 The Agriculture service board will recommend conservation practices.

5.1.2 Top Soil shall only be removed upon receipt of the proper permit issued by the County with input from the Agricultural Fieldman if required.

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6. **Rental of Agriculture Equipment**

6.1 The main objective is to recover a portion of the equipment operating and capital costs.

6.1.2 The only Agricultural Department equipment available for rent is the following:

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- Tree Planter
- Cattle Scale
- Tree Mulcher

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End of Procedure

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