



MUNICIPAL DISTRICT OF PEACE NO. 135

PREPARED BY: Nasar Iqbal

ADOPTED BY:

NUMBER: ASB – 6

REVISED BY: Nasar Iqbal

COUNCIL

SUPERSEDES:
Page 1 of 1

TITLE: ASB Records

April 28, 2014 Revised: Feb.27, 2020

PURPOSE OF THIS POLICY:

To maintain proper records for present and future use by the Municipality.

POLICY STATEMENT:

1. The Manager of Agricultural Services will maintain a report of activities and the report should be presented to Council and the Agricultural Service Board during meetings.
2. The report will be filed in the Municipality's permanent files at the end of each year.
3. Up to date records and files will be maintained together with maps on roadside weed control, brush control, seeding of roadside ditches and spraying. Information to be included in the files is chemicals used, the rate per mile, weather data, date of spraying and name of operator applying pesticide.
4. When complaints are lodged with the Municipality with regard to spraying or weed control, a record shall be maintained to include the complainant's name and any action or response by field personnel.