

**AGENDA
CLEAR HILLS COUNTY
AGRICULTURAL SERVICE BOARD MEETING
MAY 21, 2024**

The Agricultural Service Board meeting of Clear Hills County will be held on Tuesday, May 21, 2024, at 10:00 a.m. in the Council Chambers of the County Administration Office, 313 Alberta Avenue, Worsley, Alberta.

- 1. CALL TO ORDER**
- 2. AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**
 March 13, 2024 Regular Meeting Minutes2
- 4. BUSINESS ARISING**
- 5. OLD BUSINESS**
 - a. Activity Report.....5**
 - b. Board Reports8**
- 6. NEW BUSINESS**
 - a. Provincial ASB Program Team Site Visit.....9**
 - b. 2024 Agricultural Trade Show Summary.....15**
 - c. Worsley Parade18**
 - d. Expense Claim Submission.....19**
 - e. Alberta Open Farm Day.....32**
 - f. Events.....34**
- 7. REPORTS**
 - a. Agricultural Fieldman Report.....39**
- 8. INFORMATION & CORRESPONDENCE.....42**
- 9. ROUND TABLE DISCUSSION**
- 10. ADJOURNMENT**

**MINUTES OF CLEAR HILLS COUNTY
AGRICULTURAL SERVICE BOARD MEETING
COUNCIL CHAMBERS, WORSLEY, AB
WEDNESDAY, MARCH 13, 2024**

PRESENT

| | |
|----------------|--------------|
| David Janzen | Chairman |
| Jason Ruecker | Deputy Chair |
| Julie Watchorn | Member |
| Baldur Ruecker | Member |
| Ron Jensen | Member |
| Julie Lemoine | Member |

ABSENT

| | |
|-------------|--------|
| Garry Candy | Member |
|-------------|--------|

ATTENDING

| | |
|-----------------|--------------------------|
| Greg Coon | Agricultural Fieldman |
| Natasha Gillett | Community Services Clerk |

CALL TO ORDER

Chairman Janzen called the meeting to order at 10:00 a.m.

AGENDA

AG11-24(03/13/24)

RESOLUTION by Member Ruecker that this Board adopts the agenda governing the March 13, 2024, Agricultural Service Board meeting, as presented. CARRIED.

MINUTES

Previous Meeting
Minutes

Agricultural Service Board is presented with previous meeting minutes.

AG18-24(03/13/24)

RESOLUTION by Member Jensen that this Board adopts the minutes of the February 6, 2024, Agricultural Service Board Meeting. CARRIED.

OLD BUSINESS

Activity Report

The Board is presented with the Agricultural Service Board Activity Report.

AG19-24(03/13/24)

RESOLUTION by Chairman Janzen that this Board accepts the March 13, 2024, Agricultural Service Board Activity Report, as presented. CARRIED.

Board Reports

At this time the Board members will have an opportunity to present their reports on meetings attended and other agricultural related topics.

Member Lemoine entered the meeting at 10:06 a.m.

AG20-24(03/13/24)

RESOLUTION by Member Lemoine that this Board accepts the Agricultural Service Board members' verbal and written reports of March 13, 2024, for information. CARRIED.

NEW BUSINESS

Heartland Training &
Support Hub
Donation Request

The Board is presented with a donation request from Heartland Training & Support Hub, formally the Farm Safety Centre, for the

**AGRICULTURAL SERVICE BOARD
WEDNESDAY, MARCH 13, 2024**

2024 farm safety presentations to the students within Clear Hills County boundaries.

Chairman Janzen recessed the meeting at 10:46 a.m.
Chairman Janzen reconvened the meeting at 10:53 a.m.

AG21-24(03/13/24)

RESOLUTION by Member Watchorn that this Agricultural Service Board recommend Council approve Heartland Training & Support Hub's donation request of \$175.50 for the 2024 farm safety presentations for the students within Clear Hills County boundaries. CARRIED.

Use of Drone for
Agricultural
Purposes

The Board is presented with information regarding the use of drones for agricultural purposes.

AG22-24(03/13/24)

RESOLUTION by Member Jensen that this Agricultural Service Board accept the information regarding the use of drones for agricultural purposes, as presented. CARRIED.

Local Business Tour

The Board is presented with a discussion regarding the west end local business tour.

AG23-24(03/13/24)

RESOLUTION by Member Watchorn that this Agricultural Service Board approve a west end local business tour for April 22, 2024 or April 25, 2024. CARRIED.

Chairman Janzen recessed the meeting at 11:35 a.m.
Chairman Janzen reconvened the meeting at 11:38 a.m.

PCBFA Resource
Stream Funding

The Board is presented with additional information regarding Peace County Beef and Forage Association (PCBFA) resource stream funding, as requested.

AG24-24(03/13/24)

RESOLUTION by Member Ruecker to recommend Council grant Peace County Beef and Forage Association (PCBFA) \$10,000.00 of the \$20,000.00 Resource Management Partnership additional funding request. CARRIED.

Chairman Janzen recessed the meeting at 12:08 p.m.
Chairman Janzen reconvened the meeting at 12:34 p.m.
Deputy Chair Ruecker left the meeting at 12:34 p.m.

Events

The Board is presented with a list of upcoming agricultural related events for their information.

REPORTS
Agricultural Fieldman
Report

At this time the Agricultural Fieldman will have an opportunity to present his report.

**AGRICULTURAL SERVICE BOARD
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AG25-24(03/13/24)

RESOLUTION by Member Jensen that this Board accepts the March 13, 2024, Agricultural Fieldman's Report for information, as presented. CARRIED.

INFORMATION &
CORRESPONDENCE

The Board is presented with correspondence for review.

AG26-24(03/13/24)

RESOLUTION by Member Watchorn that this Agricultural Service Board accepts the March 13, 2024, information and correspondence, as presented. CARRIED.

ROUND TABLE:

Members had a chance to have a round table discussion regarding topics of interest.

ADJOURNMENT

Chairman Janzen adjourned the meeting at 12:54 p.m.

DATE

CHAIR

DATE

AGRICULTURAL FIELDMAN

Clear Hills County

Request For Decision (RFD)

| | |
|----------------|----------------------------------|
| Meeting: | Agricultural Service Board |
| Meeting Date: | May 21, 2024 |
| Originated By: | Greg Coon, Agricultural Fieldman |
| Title: | ACTIVITY REPORT |
| File: | 63-10-02 |

DESCRIPTION:

The Board is presented with the Agricultural Service Board Activity Report.

BACKGROUND:

The Activity report is helpful to administration and the board for tracking the status of resolutions and directions from the board. Items will stay on the report until they are completed. Items that are shaded indicate that they are completed and will be removed from the list once presented at the current Agricultural Service Board meeting.

ATTACHMENTS:

Agricultural Service Board Activity Report

RECOMMENDED ACTION:

RESOLUTION by.. that this Agricultural Service Board accepts the May 21, 2024, Board Activity Report, as presented.

Initials show support - Reviewed by: **Manager:**



AgFieldman:





Senior Management Team Agricultural Service Board

Activity Report for March 13, 2024 Page 1 of 2

Budget Items:

Completed Items:

CAO = Chief Administrative Officer

AF = Ag. Fieldman

CSC = Community Services Coordinator

MOTION DATE DESCRIPTION DEPT STATUS

| REGULAR AGRICULTURAL SERVICE BOARD MEETINGS | | | | |
|---|-------------------|--|-----------|--------------------------------|
| | | December 19, 2023 | | |
| AG113-23 | (12/19/23) | RESOLUTION by Chairman Janzen that this Agricultural Service Board request further information regarding drone spraying and the regulations in place. CARRIED. | AF | March 13 ASB Meeting |
| | | February 6, 2024 | | |
| AG05-24 | (02/06/24) | RESOLUTION by Member Candy that this Agricultural Service Board request a meeting with Peace County Beef and Forage Association (PCBFA) to discuss events within the County at a future Agricultural Service Board Meeting. CARRIED. | AF | March 13 ASB Meeting |
| AG06-24 | (02/06/24) | RESOLUTION by Member Lemoine that this Agricultural Service Board provide a summary of Agricultural Service Board events and reports to be showcased in the Clear Hills County monthly newsletter. CARRIED. | CC | Continuous |
| AG10-24 | (02/06/24) | RESOLUTION by Chair Janzen that this Agricultural Service Board accept the discussion regarding the Veterinary Service Incorporated 1980 Ltd. (VSI) Program and request additional information regarding other programs ideas. CARRIED. | AF | March 13 ASB Meeting |
| AG15-24 | (02/06/24) | RESOLUTION by Member Lemoine that this Agricultural Service Board reschedule the March 19, 2024 Agricultural Service Board meeting to March 13, 2024. CARRIED. | | March 13 ASB Meeting |
| | | March 13, 2024 | | |
| AG21-24 | (03/13/24) | RESOLUTION by Member Watchorn that this Agricultural Service Board recommend Council approve Heartland Training & Support Hub's donation request of \$175.50 for the 2024 farm safety presentations for the students within Clear Hills County boundaries. CARRIED. | AF | |
| AG23-24 | | RESOLUTION by Member Watchorn that this Agricultural Service Board approve a west end local business tour for April 22, 2024 or April 25, 2024. CARRIED. | AF | On Hold |
| AG24-24 | | RESOLUTION by Member Ruecker to recommend Council grant Peace County Beef and Forage Association (PCBFA) \$10,000.00 of the \$20,000.00 Resource Management | AF | April 9 Council Meeting |



Senior Management Team Agricultural Service Board

Activity Report for March 13, 2024 Page 2 of 2

Budget Items:

Completed Items:

CAO = Chief Administrative Officer

AF = Ag. Fieldman

CSC = Community Services Coordinator

| MOTION | DATE | DESCRIPTION | DEPT | STATUS |
|--------|------|---|------|--------|
| | | Partnership additional funding request. CARRIED. | | |

Clear Hills County

Request For Decision (RFD)

| | |
|----------------|---|
| Meeting: | Agricultural Service Board Meeting |
| Meeting Date: | May 21, 2024 |
| Originated By: | Greg Coon, Agricultural Fieldman |
| Title: | BOARD REPORTS |
| File No: | 63-10-02 |

DESCRIPTION:

At this time the Board members will have an opportunity to present their reports on meetings attended and other agricultural related topics.

BACKGROUND:

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.. that this Agricultural Service Board accepts the Board members' verbal and written reports of May 21, 2024, for information.

Initials show support - Reviewed by: **Manager:**  **AgFieldman:** 

Clear Hills County

Request For Decision (RFD)

| | |
|----------------|---|
| Meeting: | Agricultural Service Board |
| Meeting Date: | May 21, 2024 |
| Originated By: | Greg Coon, Agricultural Fieldman |
| Title: | PROVINCIAL ASB PROGRAM TEAM SITE VISIT |
| File: | 63-10-02 |

DESCRIPTION:

The Provincial Agricultural Service Board (ASB) Program Team is coordinating 15 field visits across Alberta in 2024, including Clear Hills County. The team from the Provincial ASB Program is requesting to have a meeting with the Clear Hills County Agricultural Service Board at 10:00 a.m. on June 26, 2024. After the meeting the team will then spend the rest of the day with the Agricultural Fieldman for an office and field tour.

BACKGROUND:

This is a unique opportunity for the Board to highlight programs and accomplishments within Clear Hills County as well as meeting the provincial ASB team.

ATTACHMENTS:

Letter from Alberta Agriculture and Irrigation
Field Visit FAQ's

RECOMMENDED ACTION:

RESOLUTION by.. to meet with the Provincial Agricultural Service Board (ASB) Program Team at 10:00 a.m. on June 26, 2024.

Initials show support - Reviewed by:

Manager:



AgFieldman:



February 29, 2024

David Janzen, Chair
Agricultural Service Board
Clear Hills County
Box 240,
Worsley, Alberta
T0H 3W0

Dear David Janzen:

The Agricultural Service Board (ASB) Program Team is co-ordinating 15 field visits across Alberta this year, including a visit to your municipality. The purpose of our visit is to strengthen our relationships with ASBs and to fulfill recommendations made by the Office of the Auditor General. This is a unique opportunity for the ASB to highlight programs, accomplishments and meet with provincial ASB staff. In the past, ASBs have felt the visits are beneficial as there are often significant learning opportunities discovered, both by the municipality and by provincial ASB staff.

We would like to schedule a date to meet with the ASB between June and mid-September 2024. We know this is a busy time of year for ASB programs, but, as the objective of our visit is to see your program results, this is most successful when programs are operating.

If you have any health, biosecurity or safety protocols please let us know as our ASB team will comply with all requirements in effect on the day of the field visit. To ensure compliance, we will work closely with your Agricultural Fieldmen to ensure our team has discussed these protocols and has made any necessary modifications to the visit prior to arrival.

A typical field visit is a full day process starting with a short meeting (approx. one hour) with your ASB members followed by an office and field tour with your Agricultural Fieldman and any staff or board members that you wish to have there. The primary focus of the field visit is to tour the municipality to see examples of programs implemented under the Legislative and if applicable Resource Management and/or Rat Program Funding Streams of the ASB Grant Program. The

field visit focuses on the outcomes and deliverables of your ASB program, and we have included a checklist outlining the requirements and supporting documentation we will review for the field visit.

In order to make the most of the field visit we are requesting that you provide us with copies/links for the documentation in advance of the visit. This allows us to focus on verifying outstanding items with more time to showcase your projects and programs. We have also included a "Frequently Asked Questions" document with this letter that provides a general overview of the field visit process.

Once you have selected the dates that will work for your field visit, please contact Alan Efetha, Provincial ASB Specialist at alan.efetha@gov.ab.ca or phone (403) 315-5121, as he will be coordinating the dates for the 15 field visits scheduled this year. You can also contact Alan if you have any questions regarding the field visit.

We look forward to the opportunity connecting with you this summer.

Sincerely,

Kerrienne Koehler-Munro, Manager
Agricultural Service Board Program

Enclosure

cc: Greg Coon, Agricultural Fieldman
Allan Rowe, CAO

Field Visit FAQs

Why do you do field visits?

The ASB Program has been asked by the Auditor General to conduct a field visit approximately every five years to ensure that the grant dollars we allocate are supporting activities related to enforcement of delegated legislation and resource management extension activities. To accomplish this, we conduct a field visit that focuses on learning about and verifying the ASB's activities that provide assurance for compliance and meet the terms and conditions for your ASB legislative, and if applicable resource management and/or rat programs.

How many field visits do you do every year?

Our goal is to do 15 field visits every year. We select two - five municipalities per region for a field visit annually. We will be doing 15 field visits in 2024.

What time of year will you come for the field visit?

The field visits are scheduled between mid June and mid September.

What is the process for a field visit?

A field visit consists of three components: meeting with the ASB members, reviewing outstanding documentation and then a field tour with the Agricultural Fieldman.

We prefer to keep the meeting with the ASB members short to allow us to look at as many projects as possible. One to two hours is generally enough time for us to meet with the ASB members. This is their opportunity to ask questions regarding the program and to discuss any concerns.

We want to spend the majority of our time in the field looking at examples of your programs and accomplishments. We want to see examples of your inspection and control programs, resource management projects, and anything that you do that is unique in your municipality. We will need time to stop and take pictures of the different projects you have completed or are currently working on.

We understand that it may not always be possible to visit with your ASB members as this is the busiest time of year for them. If this is the case, we will arrange to meet with the Fieldman during the spring /summer and then schedule a time in the winter to meet with ASB members as needed.

Who will be coming to do our field visit?

A member of the Crop Assurance Programming Section plans to attend every field visit. In some instances, another AGI staff member may attend the field visit. For example, Regional Liaisons, Plant Bee Health Surveillance Section, Natural Resource, Wild Boar and Rat program colleagues may be invited to attend to gain a better understand the role of ASBs and agricultural fieldmen.

Should my ASB members come on the “field” portion of the visit?

It is up to each individual ASB to decide whether the ASB members come for the “field” portion of the visit. You may also wish to have other staff members or partners join us at some stops.

What will you be looking for?

The purpose of a field visit is to be able to verify to the Auditor General that ASBs are using the ASB Grant dollars allocated to them to support programs related to enforcement of delegated legislation and if applicable resource management extension and rat program. This means we want to see if you have inspection, enforcement and control programs in place related to the *Agricultural Pest Act*, *Soil Conservation Act* and *Weed Control Act* and that you are prepared to assist with the *Animal Health Act*. We will also ask questions to see if you are in compliance with duties related to the *Agricultural Service Board Act*. Please reference the checklist for examples of the documentation we will be looking for.

For example, questions we may ask:

- Did you provide a report of your activities to your council? Did council accept the report?
- Has the municipality appointed the appropriate appeal committees for the Acts you are delegated to enforce?
- Do you have policies in place for administering the Acts you are delegated to enforce and support?

We will provide you with a checklist in advance of the field visit that outlines the requested documents which includes the examples listed below. If possible, we are requesting that you send copies/links in advance of your visit to allow as much time as possible to see examples of your programs and projects. Examples of requested documentation includes but is not limited to:

- Records for your inspection and spraying programs
- Newsletters or other advertisements for extension events you hosted
- Policies
- Form 7 certificates
- Appointment of inspectors
- Inspector ID cards
- Letters issued for enforcement

Typical Field Visit Activities

- Meet in the office to review maps and data related to inspection and application programs
 - Take pictures or get copies of notices issued, maps for spraying programs, examples of newsletters or advertisements for extension events
 - Look at AIMS/other programs that collect data for inspection programs
 - Copies of policies that you work under
 - Certification (i.e., Form 7) and inspector/officer identification
- Tour the shop to look at equipment for programs
 - Herbicide storage
 - Toxicant storage
 - Rental equipment yard
- Meet with inspectors and other Agriculture Program staff
 - Inspectors may be asked to produce their identification
- Road tour:
 - Look at areas where roadside vegetation program has been completed
 - Roadside seeding
 - Biocontrol projects
 - Fields where notices have been issued/enforcement completed
 - Resource management projects
 - Solar water demonstration sites
 - Riparian sites
 - Bioengineering projects
 - Ag plastics recycling
 - Rat program
 - Inspection and control sites
 - Investigation records
 - Other activities your ASB may be involved in
 - Tank loader sites
 - Water pipeline
 - Any other project related to enforcement of the Acts or included on your ASB Strategic Plan and grant application
 - Problems you are currently managing
 - Areas where a problem has been successfully managed
 - Unique programs/projects you are working on
 - Areas that are unique to your municipality

Clear Hills County

Request For Decision (RFD)

| | |
|----------------|--|
| Meeting: | Agricultural Service Board Meeting |
| Meeting Date: | May 21, 2024 |
| Originated By: | Crystal Dei, Community Service Coordinator |
| Title: | 2024 Agricultural Trade Show |
| File: | 63-10-30 |

DESCRIPTION:

The Board is presented with the 2024 Agricultural Trade Show revenue and expense analysis for review.

BACKGROUND:

Seven year cost recovery percentages:

- 2024 40%
- 2023 52%
- 2019 40%
- 2018 43%
- 2017 47%
- 2016 51%
- 2015 60%

BUDGET/COSTS:

| | 2024 Budget | 2024 Actual | Reason |
|----------|-------------|-------------|--------------------------|
| Revenue | \$31,000 | \$28,500.00 | Sponsorship & Exhibitors |
| Expenses | \$100,000 | \$70,692.14 | |

ATTACHMENTS:

2024 Trade Show Revenue and Expense Analysis

RECOMMENDED ACTION:

RESOLUTION by... to accept the 2024 Agricultural Trade Show revenue and expense analysis for information, as presented.

| | |
|---|---|
| Initials show support - Reviewed by: Manager:  | CAO:  |
|---|---|

2024 Tradeshow Revenue and Expense Analysis

| REVENUES | <u>2024</u> | | <u>2023</u> | |
|---------------------------|--------------------|---------------------|--------------------|---------------------|
| | Numbers | Dollars | Numbers | Dollars |
| Breakfast | 500 | \$ 500.00 | 450 | \$ 500.00 |
| Dance | | 0 | 237 | \$ 7,870.00 |
| Booth Rentals | 67 | \$ 11,800.00 | 65 | \$ 11,375.00 |
| Sponsorship | 17 | \$ 16,200.00 | 24 | \$ 21,950.00 |
| | | <u>\$ 28,500.00</u> | | <u>\$ 41,695.00</u> |
| EXPENSES | | | | |
| Entertainment | | \$ 8,972.13 | | \$ 7,610.00 |
| Trade Show Direct | | \$ 14,750.00 | | \$ 14,250.00 |
| Food & Catering | | \$ 5,650.29 | | \$ 7,551.89 |
| Advertising & Promotion | | \$ 6,787.38 | | \$ 6,750.52 |
| Staffing | | \$ 20,902.31 | | \$ 26,240.18 |
| Helping Hands | | \$ 1,901.00 | | \$ 7,634.20 |
| Rent & Maint/Improvements | | \$ 7,498.00 | | \$ 6,153.00 |
| General Supplies | | \$ 4,231.03 | | \$ 4,567.26 |
| | | <u>\$ 70,692.14</u> | | <u>\$ 80,757.05</u> |

Trade Show Revenue and Expenses Additional Information:

Booths: 32 Agricultural
 11 Non- Agricultural (Home Based Businesses, etc.)
 19 Public Services
 5 Other
 Total booths: 67

Expenditures:

Entertainment includes:
 Lindsay the bubble blower , Stilt Walking Janitor, DJ moves - soundman for day,
 wagons, kids' Interactive booth, 2 face painters
 2023-included Band

Tradeshow Direct includes:
 Framing, draping, tables, chairs, power cords

Food & Catering includes:
 Breakfast groceries, doughnuts, Breakfast Manager, Breakfast Society, Staff
 meals, 4-H meals
 2023- included Bar supplies and liquor

Advertising includes:
 Radio & newspaper ads, signage, County door prizes, mail outs, talent show
 winner prizes

Helping Hands includes:

- exhibitor moves in/move out, garbage and help with dining hall set up & security.
- 4-H shirts and security vests
- 2023- Dance Society

Building Rent ,Rentals & Improvements includes:

The arena rent for one week, trailer rent from Fehr Tire and Jades Cash for the ATM use, Radios, screen & projector, instruments, and signs

General Supplies include:

Freight, plywood, sweeping compound, helping hands t-shirts, telephone expenses, decorations, other misc. supplies.

Additional Trade Show Information:

- There were 400 adult and 300 kid bags stuffed, all bags were given away by approximately 1:30.
- Helping hands provided by Montagneuse 4-H Multi Club to assist with exhibitor setup, day of cleaning, and exhibitor take down as well as security for Friday night and Saturday. Well, received lots of great comments.
- Free breakfast sponsored by Fehr Tire Craft.
 - Breakfast prepared by Hines Creek Figure Skating Club
- Lots of compliments on more breakfast seating.
- One indoor Food booth
 - Hines Creek Arts and Crafts,
- Four outside food booths
 - Little Denise Foods Ltd.
 - COCO Food Truck
 - Texas North BBQ
 - Cornelius & Aganetha Wiebe
- DJ services provided by Knight Moves DJ Service.
- Wagon rides provided by Cleardale Riders Club.
- Talent Show sponsored by B & E Hardware - 12 Entries
- Lots of Compliments on Talent Show being held in the Hall.
- Staff radio rental by Quintel
- The dance was Hosted by Carters Camp Society

Clear Hills County

Request For Decision (RFD)

| | |
|----------------|--|
| Meeting: | Agricultural Service Board Meeting |
| Meeting Date: | May 21, 2024 |
| Originated By: | Crystal Dei, Community Service Coordinator |
| Title: | WORSLEY PARADE |
| File: | 62-30-30 |

DESCRIPTION:

The Board is presented with information regarding the 22nd Annual Worsley Pioneer Days parade that is being held Saturday, August 10, 2024.

Clear Hills County Council recognizes the value of community engagement and public celebration through participation in parades. Council will, by motion, approve the County's involvement in parades throughout Clear Hills County.

BACKGROUND:

P248-24(05-07-24) RESOLUTION by Deputy Reeve Janzen to share the information regarding the 22nd Annual Worsley Pioneer Days Float held Saturday August 10, 2024 with the Agricultural Service Board. CARRIED.

Clear Hills County Council will be attending the Zone 4 meeting on August 10, 2024, and are not available to participate in the parade. Council is asking if the Agricultural Service Board would be interested in participating in the parade.

RECOMMENDED ACTION:

RESOLUTION by.. to authorize the attendance of all Agricultural Service Board members to the 22nd Annual Worsley Pioneer Days parade that is being held Saturday, August 10, 2024.

Initials show support - Reviewed by:

Manager:



CAO:



Clear Hills County

Request For Decision (RFD)

| | |
|----------------|---|
| Meeting: | Agricultural Service Board Meeting |
| Meeting Date: | May 21, 2024 |
| Originated By: | Greg Coon, Agricultural Fieldman |
| Title: | Expense Claim Submission |
| File: | 63-10-02 |

DESCRIPTION:

Administration would like to have a discussion with the Board regarding the submission of expense claims.

BACKGROUND:

The County has a new Payroll Clerk that started May 6, 2024. To make the transition as seamless as possible, administration would like to review the submission of expense claims.

ATTACHMENTS:

Policy 1126 Per Diem Payments to Council and Board/Committee Members
Policy 1127 Travel and Expense
2024 ASB Expense Claim Form

RECOMMENDED ACTION:

RESOLUTION by.. to accept the expense claim submission discussion for information.

| | | |
|--------------------------------------|--------------------|----------------|
| Initials show support - Reviewed by: | Manager: <i>GC</i> | CAO: <i>AL</i> |
|--------------------------------------|--------------------|----------------|



Clear Hills County

Effective Date: **March 14, 2023**

Policy Number: **1126**

Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**

1. Policy Statement

1.1 Clear Hills County will establish a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

2. Definitions

2.1 Per Diem is the daily amount paid to a Councillor or Board Member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

3. Per Diems:

3.1 Per Diem will be paid to Councillors for:

- Conducting annual evaluations of the Chief Administrative Officer at a pre- approved meeting outside of a Regular or Special Council Meeting;
- Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;
- County organized and authorized road tours or project inspections within Clear Hills County boundaries.
- Attendance at Conferences and Zone Meetings authorized by Council. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- Meetings and events where Members of Council are attending a County hosted function such as but not limited to County Bar-B-Q and Tradeshow.

3.2 Per diems shall be paid for items listed in Section 3.1 when travel of 50 kilometers one way is required, up to a maximum of two meetings per day.

3.3 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.4 Annual cost of living adjustments will be applied to the per diem rates.

3.5 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.6 Councillors that are paid per diems by a Board/Committee listed in Section 3.6a shall be reimbursed the difference between the Board/Committee per diem and the per diem rate listed in Schedule A.

3.6a Board/Committee per diems that are eligible for payment referenced in Section 3.6 are as follows:

- North Peace Housing Foundation

3.6b Councillors will be required to provide proof of the Board/Committees per diem rate annually prior to being reimbursed for the payment referenced in Section 3.6.

3.7 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions

3.8 All other Board and Committee Members shall receive a per diem at the rates listed in Schedule A of this policy.

3.9 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

| | | |
|----|---------------------------------------|-------------|
| a) | RMA Spring Conference | All Council |
| b) | RMA Fall Conference | All Council |
| c) | Spring & Fall RMA Zone Meetings | All Council |
| f) | Federation of Canadian Municipalities | All Council |
| g) | Growing the North | All Council |

3.9a Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

3.10 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee or with prior approval of Council.

3.11 Councillors and Board Members shall obtain approval from their respective Board and Council prior to attending seminars, workshops, conferences and all other functions if Council is being requested to fund attendance. The Councillor or Board Member must submit a written request on the benefit that would accrue to the County.

3.12 Council will not authorize any per diem payments after attendance when not in accordance with 3.11.

3.13 Any per diems that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed. i.e. A meeting attended on June 9th would need to be submitted no later than August 31st.

3.14 Councillors will be paid the chairing of meetings rate listed in Schedule A when chairing a meeting on behalf of Council or a Board/Committee.

3.14a Councillors that are not appointed members, including alternates, will be required to provide proof of chairing a meeting prior to being paid a chairing of meetings rate.

4. Per Diem Claims

4.1 All Council and Board/Committee per diem claims must be reviewed by Administration to ensure compliance with policy and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.

4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

5. End of Policy

| | |
|---|---------------------------|
| <u>ADOPTED: Resolution C061(01/26/10)</u> | <u>Jan 26/10</u> |
| <u>AMENDED: Resolution C566(07/27/10)</u> | <u>Jul 27/10</u> |
| <u>AMENDED: Resolution C144(02/22/11)</u> | <u>Feb 22/11</u> |
| <u>AMENDED: Resolution C010-13(01/08/13)</u> | <u>Jan 08/13</u> |
| <u>AMENDED: Resolution C010-14(01/14/14)</u> | <u>Jan 14/14</u> |
| <u>AMENDED: Resolution C240-17(05/09/17)</u> | <u>May 09/17</u> |
| <u>AMENDED: Resolution C192-18(04/10/18)</u> | <u>April 10/18</u> |
| <u>AMENDED: Resolution C568-18(11/13/18)</u> | <u>Nov 13/18</u> |
| <u>AMENDED: Resolution C495-19(10/08/19)</u> | <u>Oct 8/19</u> |
| <u>AMENDED: Resolution C465-20(10/13/20)</u> | <u>Oct 13/20</u> |
| <u>AMENDED: Resolution C602-22(11-22-22)</u> | <u>Nov 22/22</u> |
| <u>AMENDED: Resolution C118-23(02-28-23)</u> | <u>Feb 28/23</u> |
| <u>AMENDED: Resolution C140-23(03-14-23)</u> | <u>Mar 14/23</u> |

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members

| Member | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|----------|-----------|------------|-----------|-----------|-----------|----------|-----------|
| | | 1.1% Cola | 3.1% Cola | 1.3% Cola | No change | 4.7% Cola | 6% Cola | 4.3% Cola |
| Agricultural Service Board | \$185.00 | \$187.04 | \$192.84 | \$195.35 | \$195.35 | \$204.53 | \$216.81 | \$226.14 |
| Subdivision and Development Appeal Board | \$185.00 | \$187.04 | \$192.84 | \$195.35 | \$195.35 | \$204.53 | \$216.81 | \$226.81 |
| Council Appointed Representatives on Committees/Boards | \$185.00 | \$187.04 | \$215.28 * | \$218.08 | \$218.08 | \$228.33 | \$242.03 | \$252.44 |
| Chairing of Meetings | \$225.00 | \$227.48 | \$261.83 * | \$265.23 | \$265.23 | \$277.70 | \$294.37 | \$307.03 |

*12% increase per Council motion C568-18(11-13-18) RESOLUTION by Councillor Bean that Council increase the per diem payment to Council by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. 2/3 majority vote required. CARRIED.

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members



Clear Hills County

Effective Date: **October 10, 2023**

Policy Number: **1127**

Title: **TRAVEL and EXPENSE POLICY**

1. Policy Statement

- 1.1 Clear Hills County will provide for reimbursement to Council, Council Committee/Board Members and Staff for travel, meals, accommodations, and subsistence expenses incurred during the performance of their duties.

2. Definitions

- 2.1 Official Meetings will include:
- a) Regular Council meetings.
 - b) Special Council meetings.
 - c) Policy and Priorities meetings.
 - d) Board or Committee meetings as appointed.
 - e) Approved workshops and conferences for appointed Board Members or Staff.
 - f) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- 2.2 Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member, and Staff in their personal vehicle while attending an official meeting, or an event that Council has authorized attendance as per Policy 1126, section 3.4.
- 2.3 Reimbursement for expenses when approved to attend an official meeting, workshop or conference (receipts are required). If a receipt is not available there will be no reimbursement. For private accommodations or personal expenses please refer to section 4.8. The following constitute as subsistence:
- a) Taxi, shuttle, air or bus fares;
 - b) Motel/Hotel;
 - c) Registration for any official meeting;
 - d) Covid Testing as required to attend Council approved meetings;
 - e) Personal Allowance which is paid for personal expenses when a Councillor/Board/Committee Member and Staff is required to spend the night for any official meeting; and the allowance is for each full 24-hour period. Such expenses include tips for luggage handling, wear and tear on personal luggage, local call charges by hotel, laundry, and dry cleaning.
 - f) Private accommodations.

- 2.4 Any expenses that have not been submitted within 60 days of the month of the invoice or receipt will become invalid and will not be reimbursed. i.e An invoice dated for June 15th would need to be submitted no later than August 31st.

3. Travel Reimbursements

- 3.1 Councillors/Committee/Board Members and Staff shall be reimbursed for mileage and meals as per Sections 3 and 4 when attending approved meetings.
- 3.2 Councillors will not be reimbursed their expenses (including registration, meals, subsistence) or paid a personal allowance for attendance to social events or political party and constituency functions.
- 3.3 Where mode of travel is being considered, the most direct, economical, and logical mode of travel shall be utilized.
- 3.4 Council and Board Members shall be reimbursed for mileage (for a minimum of 25 kilometers per meeting) for pre-approved meetings at the rate shown on Schedule A. Staff shall be reimbursed for mileage at the rate shown on Schedule A.
- 3.5 Travel must be directly related to the distance required to attend any conference, convention, seminar, or any other meeting and to travel directly to and from that conference, convention, seminar or any other meeting.

4. Meals and Subsistence

- 4.1 The Council will review the rates for meals and subsistence annually during the annual budget preparations.
- 4.2 The Members and Staff shall be reimbursed for meals at the following rates, effective October 10, 2023:

| <u>MEAL</u> | <u>REIMBURSEMENT</u> |
|-------------|----------------------|
| Breakfast | \$25.00 |
| Lunch | \$30.00 |
| Dinner | <u>\$40.00</u> |
| | \$95.00 |

- 4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).
- 4.4 No payment is made when meals are provided as part of the registration unless a predetermined medical condition exists, or dietary requirements cannot be met.

- 4.5 No claim for breakfast will be permitted for day trips unless the time of departure is earlier than 6:30 a.m.
- 4.6 No claim for supper will be permitted for day trips unless the time of return is after 6:30 p.m.
- 4.7 No claim for supper will be permitted for evening meetings unless the claimant is required to travel more than 85 kilometers one way.
- 4.8 The Members and Staff shall be reimbursed for subsistence at the following rates, effective October 10, 2023:

| <u>SUBSISTENCE</u> | <u>REIMBURSEMENT</u> |
|---|--------------------------------|
| Taxi, Shuttle, Air or Bus Fare | with receipts |
| Hotels/motels | with receipts |
| Registration | with receipts |
| Covid Testing (as required to attend Council approved meetings) | with receipts |
| Personal Allowance (includes phone calls) | \$40.00per night/ 24 hr period |
| Private accommodations | \$90.00per night |
| Transportation Expenses (Taxi's & Parking) | \$30.00per day |
- 4.9 Administration will reserve accommodations for Members using a County credit card. This card is for room confirmation only. Upon arrival at the accommodations, Members will be required to pay for their room and then submit a receipt for re-imbursement or an item on their expense claim, as a pre-paid expense.
- 4.10 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Attached receipts must be originals. Interac and credit cards slips are not considered acceptable receipts.
- 4.11 If circumstances result in the cancellation of a trip, every effort must be made to inform Administration in a timely manner so reservations can be cancelled to avoid charges and fees. Any costs incurred by failing to make the necessary cancellation arrangements prior to the reimbursement cancellation date of the trip will be borne by the individual unless otherwise exempt by Council motion.
- 4.12 No claim for fees and charges incurred due to cancellation will be permitted unless otherwise exempt by Council motion.

5. Information Service Equipment

- 5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.

5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

Monthly Internet Reimbursement- \$75.00

Monthly Information Service Equipment Per Diem:

Based on attendance at the following:

- Council Meetings
- Special Council Meetings
- Board & Committee Meetings
- P & P Meetings

Does not include conferences.

Amounts based on attendance:

1 – 5 meetings - \$60.00

Over 5 meetings - \$85.00

6. Expense Claims

6.1 The Reeve will sign the expense claim for Council Members to indicate that they have been received.

6.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other expense claims.

End Of Policy

| | |
|--|------------------|
| ADOPTED: Resolution C062(01/26/10) | Jan 26/10 |
| AMENDED: Resolution C589(08/10/10) | Aug 10/10 |
| AMENDED: Resolution C144(02/22/11) | Feb 22/11 |
| AMENDED: Resolution C751-13(12/10/13) | Dec 10/13 |
| AMENDED: Resolution C031-14(01/28/14) | Jan 28/14 |

| | |
|--|--------------------|
| AMENDED: Resolution C033-14(03/11/14) | March 11/14 |
| AMENDED: Resolution C75-17(02/14/17) | Feb 14/17 |
| AMENDED: Resolution C214-17(04/25/17) | April 25/17 |
| AMENDED: Resolution C43-19(01/22/19) | Jan 22/19 |
| AMENDED: Resolution C496-19(10/08/19) | Oct 8/19 |
| AMENDED: Resolution C468-20(10/13/20) | Oct 13/20 |
| AMENDED: Resolution C564-20(10/27/20) | Oct 27/20 |
| AMENDED: Resolution C11-21(01/12/21) | Jan 12/21 |
| AMENDED: Resolution C075-22(02/08/22) | Feb 8/22 |
| AMENDED: Resolution C191-22(04-12-22) | Apr 12/22 |
| AMENDED: Resolution C538-23(10-10-23) | Oct 10/23 |

Schedule A to Policy 1127 – Travel and Expense

| | 2013- 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|---------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Canada Revenue Agency's Current Automobile Allowance Rates: | \$0.54/Km | \$0.58/Km | \$0.58/Km | \$0.59/Km | \$0.61/Km | \$0.68/Km | \$0.70/Km |

Name: _____

| DATE | DESCRIPTION OF TRIP OR OTHER EXPENSES | LOCATION | PER DIEM (CHECK BOX IF APPLICABLE) | PERSONAL ALLOWANCE (CHECK BOX IF APPLICABLE) | TRANSPORTATION EXPENSES Taxi & Parking (no receipt) (CHECK BOX IF PAYABLE) | KM | MEALS B 25.00 L 30.00 D 40.00 | OTHER (HOTEL, TAXI, ECT.) | GL CODE |
|---|---------------------------------------|----------|------------------------------------|--|--|-----------|--|---------------------------|-----------|
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| | | | <input type="checkbox"/> \$226.14 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$30.00 | | | | |
| TOTAL: (TO BE FILLED OUT BY PAYROLL CLERK) | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

ALL EXPENSE CLAIMS MUST HAVE BOTH SIGNATURES OR WILL RESULT IN DELAY OF PAY. ONCE SIGNED IT WILL BE PAID IN THE NEXT COUNCIL PAY RUN
ANY EXPENSES THAT HAVE NOT BEEN SUBMITTED WITHIN 60 DAYS OF THE MONTH OF THE INVOICE OR RECEIPT WILL BECOME INVALID AND WILL NOT BE REIMBURSED
ANY PER DIEMS THAT HAVE NOT BEEN CLAIMED WITHIN 60 DAYS OF THE MONTH THEY WERE EARNED WILL BECOME INVALID AND WILL NOT BE REIMBURSED

Signature of Claimant: _____

Approved By: _____

Date: _____

Total Mileage:
 (Flat Rate)

_____ X0.70/Km

\$ _____

Clear Hills County

Request For Decision (RFD)

| | |
|----------------|---|
| Meeting: | Agricultural Service Board Meeting |
| Meeting Date: | May 21, 2024 |
| Originated By: | Greg Coon, Agricultural Fieldman |
| Title: | Alberta Open Farm Days |
| File: | 63-10-02 |

DESCRIPTION:

The Board is presented with information on Alberta Open Farm Days for discussion.

This is a great opportunity for Clear Hills County to promote our Agri-tourism and rural sustainability. Advertising our community events for that weekend on the <https://albertaopenfarmdays.ca/> website gives a huge exposure and marketing advantage. The deadline to advertise our community events on the Canadian Government for that weekend website has passed.

BACKGROUND:

P247-24(05-07-24)

RESOLUTION by Councillor Walmsley to share the Alberta Open Farm Days information on our social media platforms and have the Agricultural Service Board discuss this further. CARRIED.

Alberta Open Farm Days is a collaborative, province-wide, two-day event taking place August 17-18, 2024, that gives Albertans an opportunity to experience the farm and understand where their food comes from. It is a backstage pass to meet the farmer, experience Ag-tourism in Alberta and taste and educate local foods and products direct from the producer.

Open Farm Days Farm Experiences

<https://albertaopenfarmdays.ca/ofd-farms/>

Open Farm Days has taken place in Canada for over 10 years, starting in the Maritimes and moving West.

- Explore local farmers and producers
- Learn about how your food is produced
- Experience the diverse farms operating in Alberta
- Discover the many local products created in Alberta
- Connect with your local farmers and food producers

ATTACHMENTS:

Hosting events for Alberta Open Farm Days

RECOMMENDED ACTION:

RESOLUTION by.. to accept the discussion regarding Alberta Open Farm Days for information.

Initials show support - Reviewed by:

Manager:



CAO:



Hosting events for Alberta Open Farm Days offers a great opportunity to showcase the diversity and richness of Alberta's agricultural landscape while fostering community engagement. Here are some ideas to consider:

Farm Tours: Organize guided tours of participating farms to give visitors a firsthand experience of farm life. Highlight different aspects of agriculture such as crop cultivation, livestock farming, or sustainable farming practices.

Hands-on Activities: Set up interactive activities for visitors of all ages, such as petting zoos, vegetable picking, or even mini farming workshops where people can learn basic farming skills like planting seeds or milking cows.

Farm-to-Table Dinners: Collaborate with local chefs and farmers to host farm-to-table dinners showcasing fresh, locally sourced ingredients. These dinners can be held outdoors on the farm, offering a unique dining experience under the stars.

Educational Workshops: Offer workshops on topics related to agriculture, sustainability, and food production. This could include sessions on composting, beekeeping, organic gardening, or even cooking demonstrations using farm-fresh ingredients.

Live Demonstrations: Arrange live demonstrations of farm activities such as sheep shearing, butter churning, or tractor driving. These demonstrations not only entertain visitors but also provide insights into traditional farming practices.

Artisan Markets: Set up artisan markets featuring local crafts, handmade goods, and specialty food products produced by farmers and artisans from the region. This allows visitors to support local businesses while enjoying the festivities.

Children's Activities: Create a designated area with fun activities for kids, such as hayrides, scavenger hunts, face painting, or educational games focused on agriculture and the environment.

Live Music and Entertainment: Arrange live music performances or entertainment to enhance the festive atmosphere. Consider hiring local musicians or performers to showcase the talent of the community.

Food Sampling Stations: Set up food sampling stations where visitors can taste a variety of farm-fresh products such as cheeses, jams, preserves, honey, and artisanal bread. This allows them to appreciate the quality and diversity of local produce.

Nature Walks and Trail Rides: If the farm has scenic trails or natural landscapes, offer guided nature walks or horseback trail rides for visitors to explore the beauty of the countryside.

By incorporating a mix of educational, culinary, and recreational activities, you can create a memorable and engaging experience for participants of Alberta Open Farm Days while promoting agri-tourism and rural sustainability.

Clear Hills County Request For Decision (RFD)

| | |
|----------------|----------------------------------|
| Meeting: | Agricultural Service Board |
| Meeting Date: | May 21, 2024 |
| Originated By: | Greg Coon, Agricultural Fieldman |
| Title: | EVENTS |
| File: | 63-10-02 |

DESCRIPTION:

The Board is presented with a list of upcoming agricultural related events for their information.

BACKGROUND:

Upcoming Events:

- Holistic Management Tour & Farm Succession Planning June 7, 2024 in Saddle Hills County.

ATTACHMENTS:

Holistic Management Tour & Farm Succession Planning Poster
Calanders: May, June, July

RECOMMENDED ACTION:

RESOLUTION by... to authorize the attendance of all Agricultural Service Board members to the Holistic Management Tour & Farm Succession Planning Poster on June 7, 2024.

Initials show support - Reviewed by: **Manager:**



AgFieldman:



Holistic Management Tour & Farm Succession Planning

with *Kelly Sidoryk*



Join the Peace Country Beef & Forage Association for a **Pasture Calving Farm Tour** of a Peace Region Living Labs Core Producer Site in Baytree, Alberta to learn about **Holistic Management Practices**, before travelling to the Gordondale Hall for an afternoon with Kelly Sidoryk, discussing **Farm Succession Planning & Farm Business Management** in an informative seminar. Lunch provided.

June 7, 2024

10 AM - 4 PM

Saddle Hills County

Tickets Available Online or
through a PCBFA
Representative

peacecountrybeef.ca



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada



MAY 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------------------------|-----------|----------|--------|----------|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 Policy & Priority | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 Council | 15 | 16 | 17 | 18 |
| 19 | 20 Victoria Day Office Closed | 21 ASB | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 Council | 29 | 30 | 31 | 1 |

JUNE 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|--------|------------------------|---------------|----------|-------------------------------------|----------|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 Policy & Priority | 5 | 6 | 7 Holistic Management Tour Event | 8 |
| 9 | 10 | 11 Council | 12 | 13 | 14 | 15 |
| FCM Conference | 16 | 17 | 18 ASB | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 Council | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | | | | | | |

JULY 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|----------------------------------|------------------------|-----------|----------------------------------|--------|----------|
| 30 | 1 Canada Day Office Closed | 2 Policy & Priority | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 Council | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 ASB | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 Council | 24 | 25 County BBQ- George Lake | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

Clear Hills County

Request For Decision (RFD)

| | |
|----------------|---|
| Meeting: | Agricultural Service Board Meeting |
| Meeting Date: | May 21, 2024 |
| Originated By: | Greg Coon, Agricultural Fieldman |
| Title: | AGRICULTURAL FIELDMAN REPORT |
| File No: | 63-10-02 |

DESCRIPTION:

At this time the Agricultural Fieldman will have an opportunity to present his report.

BACKGROUND:

ATTACHMENTS:

Agricultural Fieldman Report – May 21, 2024
Rental Equipment Summary

RECOMMENDED ACTION:

RESOLUTION by.. that the Agricultural Service Board accepts the May 21, 2024, Agricultural Fieldman report for information.

Initials show support - Reviewed by: **Manager:**

AgFieldman: 

MAY 21, 2024

PEST CONTROL

• Wolves Claimed 2024 YTD:

| Total # | Total \$ |
|---------|-----------|
| 11 | \$2200.00 |

OTHER TOPICS

1. The new mower tractor arrived May 7, 2024. Currently waiting on the new mower.
2. Four weed inspectors have been hired.
3. The Peace Regional Weed Inspector & Spray Crew workshop was held May 14-15, 2024 in Rycroft.
4. We have been working on CAP grant highlights to put in the newsletter, website, and Facebook page.
5. A Livestock Emergency Management Plan has been developed for producers in preparation for the fire season.

January 1 - April 30, 2024

| Rental Equipment | Rental Deposit | Rental Rates | Total Users | Total Days | Total | Equipment Expense |
|-----------------------------|-------------------|------------------|-------------|------------|--------------------|--------------------|
| Backpack Sprayer | \$ 50.00 | \$ - | 0 | 0 | \$ - | |
| Bale Scale | \$ 100.00 | \$ 30.00 | 0 | 0 | \$ - | |
| BBQ Trailer | \$ 150.00 | \$ 75.00 | 1 | 1 | \$ 75.00 | |
| Chairs | \$ 50.00 | \$0.50/chair | 4 | 4 | \$ 102.00 | |
| Community Centre | \$ 50.00 | \$ 50.00 | 2 | 3 | \$ 100.00 | |
| Corral Panels | \$ 50.00 | \$ 50.00 | 0 | 0 | \$ - | |
| Eco-Bran Applicator | \$ 50.00 | \$ - | 0 | 0 | \$ - | |
| Exta Hoses | \$ 50.00 | \$1.000/hose | 0 | 0 | \$ - | |
| Grain Bagger | \$ 350.00 | \$ 350.00 | 0 | 0 | \$ - | |
| Grain Bag Roller | \$ 50.00 | \$ - | 4 | 9 | \$ - | |
| Grain Bag Extractor | \$ 350.00 | \$ 350.00 | 1 | 4 | \$ 1,400.00 | \$ 95.11 |
| Grain Vac | \$ 400.00 | \$ 200.00 | 8 | 8 | \$ 2,400.00 | |
| Grill | \$ 50.00 | \$ 5.00 | 1 | 2 | \$ - | |
| Land Leveller | \$ 300.00 | \$ 150.00 | 0 | 0 | \$ - | |
| Loading Chute | \$ 50.00 | \$ 25.00 | 1 | 1 | \$ 25.00 | |
| Manure Spreader | \$ 400.00 | \$ 200.00 | 0 | 0 | \$ - | |
| Mulch Applicator | \$ 50.00 | \$ 25.00 | 0 | 0 | \$ - | |
| Post Pounder | \$ 300.00 | \$ 150.00 | 2 | 2 | \$ 300.00 | |
| Pull/Push Roller Applicator | \$ 50.00 | \$ - | 0 | 0 | \$ - | |
| Quad Mount Rope Wick | \$ 50.00 | \$ - | 0 | 0 | \$ - | |
| Quad Mounted Sprayer | \$ 50.00 | \$ - | 0 | 0 | \$ - | |
| Quad Pull Type Sprayer | \$ 50.00 | \$ - | 0 | 0 | \$ - | |
| Roller Mill | \$ 50.00 | \$ 20.00 | 1 | 1 | \$ 20.00 | |
| Rotowiper | \$ 150.00 | \$ - | 0 | 0 | \$ - | |
| Skidmount Sprayer | \$ 50.00 | \$ - | 0 | 0 | \$ - | |
| Smoke Signs | \$ 60.00 | \$ - | 3 | 32 | \$ - | |
| Scare Cannon | \$ 50.00 | \$ - | 1 | 10 | \$ - | |
| Tables | \$ 50.00 | \$1.00/table | 2 | 2 | \$ 8.00 | |
| Toilets | \$ 100.00 | \$ 40.00 | 1 | 1 | \$ 40.00 | |
| Truck Mount Sprayer | \$ 200.00 | \$ - | 0 | 0 | \$ - | |
| Wash Station | \$ 50.00 | \$ 10.00 | 0 | 0 | \$ - | |
| | \$100 (summer) | \$75 (summer) | | | | |
| Water Pumps | \$1000 (winter) | \$200 (winter) | 6 | 8 | \$ 975.00 | \$ 1,459.82 |
| Wire Roller | \$ 50.00 | \$ 25.00 | 0 | 0 | \$ - | |
| | | | 38 | 88 | \$ 5,445.00 | \$ 1,554.93 |

| | |
|-------------------|-------------|
| Revenue | \$ 5,445.00 |
| Equipment Expense | \$ 1,554.93 |
| Insurance | \$ - |
| Chargeback | \$ 2,502.82 |
| Profit/Loss | \$1,387.25 |

Clear Hills County

Request For Decision (RFD)

| | |
|----------------|---|
| Meeting: | Agricultural Service Board Meeting |
| Meeting Date: | May 21, 2024 |
| Originated By: | Greg Coon, Agricultural Fieldman |
| Title: | INFORMATION & CORRESPONDENCE |
| File No: | 63-10-02 |

DESCRIPTION:

The Board is presented with correspondence for review.

BACKGROUND:

Administration has created a Livestock Emergency Management Plan that is to be included in Clear Hills County's Emergency Management Plan.

ATTACHEMENTS:

Livestock Emergency Management Plan
Correspondence from Chris Kamphuis
Letter from Heartland Training & Support Hub

RECOMMENDED ACTION:

RESOLUTION by.. that this Agricultural Service Board receives the information & correspondence of May 21, 2024, as presented.

Initials show support - Reviewed by: **Manager:**  **AgFieldman:** 



CLEAR HILLS COUNTY

Livestock Emergency Management Plan

1. Introduction

- a. In an emergency it is not always possible to evacuate livestock from the area of the hazard (flooding, wildfire, etc.). This may be due to the time of year (spring birthing), the nature of how the animals are kept (animals that are barn based and difficult to move), or the emergency happened quickly and did not allow enough time to corral, load, and transport the animals.
- b. If evacuation is not possible or feasible, producers should prepare for “Sheltering their Livestock in Place” prior to the producer and family evacuating.
- c. Role of Livestock Owner:
 - i. You will need to decide whether to confine animals in an available shelter or leave them outdoors.
 - ii. Survey your property for the best location for animal sheltering. Ensure that your animals have room to move to avoid any hazards (including access to high areas in case of flooding), as well as to food and clean water.
 - iii. Ensure that you have enough water and feed for the livestock for at least 72 hours (three days).
- d. Role of Community & Municipality:
 - i. The community or local municipality is responsible for the community’s emergency response plan and all response activities inside the community’s boundaries (except for fighting forest fires in the Forest Protection Area).
 - ii. This includes:
 - Providing information to producers about options for emergency sheltering of livestock, evacuation routes, procedures for how to request temporary re-entry to farms (to check on animals, feed, and water)
 - Dispatching first response agencies to deal with the emergency,
 - Issuing evacuation alerts or orders
 - Establishing protocols around entry to and control of evacuation zones.

2. Develop your Shelter-in-Place plan for livestock

- a. Assess and Reduce risks
 - i. Is your property FireSmart? Does it have the recommended fuel reduction zones? Over time create the recommended fuel-free zones around homes, barns, out buildings and feed/chemical storage. [FSA FireSmart-Fact-](#)



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[Sheet_Yard-1.pdf \(firesmartalberta.ca\)](#)



- ii. Flood Assessment – assess your property for flood risk and determine where high ground is on your land that would be suitable for keeping animals out of water.
- iii. Assess the location of fuel, chemical and fertilizer storage locations to determine if they add risks to livestock when you have evacuated.
- b. Reduce the risk of surface fire on farm (grass and/or undergrowth fires)
 - i. Managing vegetation around fence lines, corral lines and ditches.
 - Unmanaged fence lines, corral lines and ditches can lead to a buildup of grass, weeds, and brush - excellent fuel for wildfires.
 - To prevent fires from starting, or spreading, manage the vegetation (for at least 100 metres in all directions) by mowing the areas and using herbicide/weed eater under the wires and between the posts.
 - ii. Other areas
 - Granaries, barns, and outbuildings: Reduce the vegetation around buildings to lower the risk of wildfire.
 - Old corrals and unused corners of your yard: Manage these areas through mowing, grazing, weed eating, treating with herbicide and/or gravelling.
 - Around dugouts and other water sources: Keep these areas free of equipment, lumber, and other trash to provide access to the water for firefighters.
 - iii. Managing feed storage
 - **Dry bales are a magnet for sparks and embers.** No matter how you store the bales, once ignited, they cause fires that spread rapidly and are difficult to control or extinguish. Fires in stored hay are usually the



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result of high heat or spontaneous combustion. The main cause of spontaneous combustion is an excess of moisture in the bales.

- Store bales a good distance from any structures to minimize the spread of fire to your house and outbuildings. The area between the bales and buildings should contain minimal vegetation - preferably mineral soil or gravel.
 - If you do have grass in this area, it's essential that it remain short.
- iv. Managing feed storage Be FireSmart by storing your winter supply of bales in a few different locations to minimize loss should a fire occur. As well, if you use the bales closest to the house and out-buildings during feeding season, you will end up with a larger buffer in that area come spring.
- v. Another important FireSmart practice is to clean up the old hay and straw that accumulates from broken bales and bale bottoms that freeze over the winter. You can do this by:
- hauling it out onto the pasture for the livestock to pick through it.
 - spreading it over the field (like manure).
 - letting your livestock graze the leftover hay.
- c. Evaluate livestock evacuation and relocation options
- i. Do you have some open pasture near to where the animals are which keeps them away from the hazard? Is there feed and water for at least 3 days?
 - ii. Is there another farm/pasture nearby where you can arrange for temporary shelter/pasture?
 - iii. For flood risks, is there land with high ground where animals can get away from the water?
- d. Develop "shelter-in-place" options for livestock when they cannot leave.
- i. Access to water- the watering source needs to be independent of power if possible. Failure of the power grid is common with fires and floods.
 - ii. Extra feed- ensure that 3 days of feed is available, if appropriate.
 - iii. Provide some room for animals to move – moving livestock to larger pens that are away from structures, or an open fireproof pasture is ideal.
 - iv. Plan to create impromptu fire breaks (using a disc or cultivator to break up the soil around the property or buildings). Most fires need some ground fuel to move, so creating a break in the dry grass, small bushes, etc. will help slow or redirect a fire.
 - v. Sprinkler plan- Fire Services recommend a wetting time of two hours prior to fire reaching the property for full saturation and effectiveness. If your water source for your sprinklers is dependent on electricity to operate (for example, it comes from a well), you may need to start the sprinklers early to ensure the ground and vegetation get wet.
 - vi. Create a map of your operation and where the key sites are located:
 - Livestock locations



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- Fertilizer and fuel storage
- Chemical/Flammable liquids/compressed gas storage

Response

- e. Pay attention to warnings.
 - i. **AB Emergency Alert** – for evacuation warnings.
 - ii. **AB Wildfire Status** app – for the status and location of fires in Alberta.
 - iii. **Alberta Rivers** app – for flood watches and warnings.
- f. Last minute adjustments and actions
 - i. Place extra feed in the location where animals are going to shelter (if necessary).
 - ii. Open gates as planned to give livestock room to stay away from hazards.
 - iii. Build/cultivate impromptu firebreak around the property and important buildings/pens/pastures. Make one or two passes around your yard and feed storage areas. On the map below the dashed line is where you would plan to cultivate a fire break. The green dot is a dugout with water.



- iv. Set up sprinklers and start watering ground and vegetation around buildings.
 - v. Take pictures of property and livestock before departure as this will help you to identify livestock after the emergency if they get loose.
 - This will help to explain the level of damages to your insurance company if you need to make a claim.
- g. Implement livestock evacuation (if possible)
 - i. In most cases, evacuation, especially of large herds is impractical and time consuming. However, if time and circumstances allow for herd or partial herd evacuation, preplanning is important.



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- ii. Explore options for emergency receiving sites. There are several options available within and outside of the County:
- Eureka River Rodeo Grounds- Contact Sandy Richardson 780-835-0590
 - Champs Rodeo Grounds- Contact Candice Thorson 780-835-6915 or Cody Irwin 780-835-0783
 - Clear River Rodeo Grounds- Contact Steven Klassen 780-834-6055 or Sandy Richardson 780-835-0590
 - Provincial Grazing Leases- Contact Danielle Gabruck 780-835-7200
Evacuated livestock will not be allowed on the pasture grass. Just the corral systems at the grazing leases will be available for temporary holding.

If using any of these locations, producers would need to arrange for feed and water for their evacuated livestock.

- iii. Notification to receiving site – let the owner/operator of the receiving site know that you are bringing the animals.
- iv. Implement transportation plan. Explore options for emergency transportation. There are a few options in our area:
- Dash Trucking- Worsley (780) 834-0201
 - Kelly Armstrong- Grimshaw (780) 618-6392
 - Kuester Trucking- Dixonville (780) 625-8805
 - Wallace Calder- Whitelaw (780) 835-1929
 - Any neighbors with stock trailers close by may be an option as well.

Make sure when arranging transportation that the hauler knows whether you have a loading chute for possum belly liners or if ground loading trailers are the only option. Have the trucks/trailers/handlers start moving the livestock to be loaded and transported to the selected evacuation site.

- h. Departure of humans (It is time for you and your family to evacuate!)
- i. Power and gas shut-off to non-essential buildings.
 - ii. Start sprinklers (if set up and not started already).
- i. Request temporary re-entry
- i. Request temporary re-entry to the evacuation zone from your municipality when it is safe to do so. To check on animals and provide feed and water.

Attachments:

Livestock Evacuation Documentation Form

Livestock Evacuation Documentation Form

Relocating livestock due to an emergency evacuation

| | | | |
|---|--|-------------------------|--|
| Date | | | |
| OWNER INFORMATION | | | |
| Owner's name | | Telephone number | |
| Address | | | |
| Owner signature | | | |
| TRANSPORTER INFORMATION | | | |
| Transporter's name (if other than owner) | | Telephone number | |
| Type of livestock | | # livestock transported | |
| Identification (brand, tattoo, etc.) | | | |
| Location livestock picked up from | | Premises ID # (PID) | |
| Was owner present for pickup? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Transporter signature | | | |
| RECEIVER (EVACUATION SITE) INFORMATION | | | |
| Receiver's name | | Telephone number | |
| Delivery address | | Premises ID # (PID) | |
| Comments / notes/ observations | | | |
| Was owner present for delivery? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Receiver signature | | | |

Natasha Gillett

From: Greg Coon
Sent: March 12, 2024 1:48 PM
To: Natasha Gillett
Subject: FW: Filter pot quote

Follow Up Flag: Follow up
Flag Status: Flagged

I also want to bring this as well

From: Chris Kamphuis <kamphuis126@hotmail.com>
Sent: Friday, March 8, 2024 11:25 AM
To: Filtrec <John@fil-trek.com>; Greg Coon <Greg@clearhillscounty.ab.ca>
Subject: Filter pot quote

Hello John !! We spoke the other day about getting some quotes on filter pots for agriculture use in the Clear Hills County. I have included Greg on this email who is the manager for the Ag Service at the Clear Hills County. With possible drought declaration in different areas it's important for the local agriculture industry to have a plan in place if the local town water reservoirs can't keep up. Since my years in the Oil and Gas industry I've adopted some of the water cleaning techniques into my ag operation. Currently I use a single bag filter pot and I have got 3 bag, 5 bag and 6 bag; used or out of service pots for other farmers in the area so they can use there own dugout water. I am currently using "10 micron absolute" filter bags for my pot but using up to 50 micron bags would likely be sufficient for most agriculture uses such as spray applications.





The photos above are of my current tender high boy trailer to the sprayer. I used to have the filter pot at the dugout but then I needed to tender to the field and had some algae in the tanks that was hard to clean out so I just mounted everything on the trailer so I could preclean the water as it was getting loaded to the sprayer.

The photos below are from your website and are just a thought of what I think the agricultural industry in the area would be looking for but looking for your expertise to guide us on that. Some guys are 2 inch systems and some are 3 inch systems and everything would be NPT thread hook up for cam lock fittings. I would also assume that just carbon steel filter pots would be required but you could quote on carbon steel and stainless steel incase anyone wanted to spend the extra bucks. Also is there NPT ports for gauge installation upstream and downstream of the bag filter so we can monitor differential pressure to monitor when the filter/s are getting plugged.

As part of the quote could you supply the following:

- Single bag filter pot 2 inch NPT ports, quote for carbon steel and stainless please (What is the flow through put?)
- single bag filter pot 3 inch NPT ports, quote for carbon steel and stainless please (Same thing, what is the design flow capacity).

- can you quote us filter bags as well. Back in the day we used to get them in boxes of 50 but I'm not sure if there is an option to get smaller amounts like 25 at a time?

Quote on "absolute filters". I never purchased nominal filters in my life.

10 micron

25 micron

50 micron

Thank you in advance John, appreciate your help with this.

The image shows two screenshots of the FIL-TREK website. The left screenshot is a mobile view showing a filter housing selection interface. The right screenshot shows a desktop view of the same interface with a product image of a filter housing.

Material

- CS
- SS304
- SS316

Basket Length

- Size 1
- Size 2

Connection Type

- 2" NPT
- 2" Flange
- 3" NPT
- 3" Flange
- 4" Flange

Style

- Style A
- Style C
- Style CDA
- Style CDB
- Style DA
- Style DB
- Style E

ESL Series
Single Bag Filter Housing

- Accepts (1) single (P1) or double-length (P2) bag filter
- Non-code industrial design. For ASME code version refer to our [SL Series](#).
- Available in Carbon Steel, SS304 and SS316.

Suitable Applications

fil-trek.com

Chris Kamphuis
780-834-8913
YouTube: PFC Kamphuis



S4ESL112-2P-CD-150
SS304 Single bag
\$2,100.00



SL112-2P-150-CD
Carbon Code
\$1,890.00

ESL Series

Single Bag Filter Housings

- Accepts (1) single (P1) or double-length (P2) bag filter
- Non-code industrial design. For ASME code version refer to our [SL Series](#).
- Available in Carbon Steel, SS304 and SS316.



HEARTLAND

TRAINING & SUPPORT HUB



265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | www.heartlandsupport.ca

May 6, 2024

Greg Coon- Agricultural Fieldman
Clear Hills County
Box 240 Worsley, AB T0H 3W



Dear Greg,

On behalf of everyone at Heartland Training & Support Hub (*formerly the Farm Safety Centre*), I extend our deepest gratitude for your generous contribution of \$175.50 received on May 3, 2024. Please find enclosed your charitable tax receipt 1889 for your records.

Your support is crucial as we transition into a broader mission, focusing not only on farm safety but also on enhancing rural health, well-being, and supporting the integration of newcomers into our communities. This evolution reflects our commitment to adapting and responding to the changing needs of rural Canadians, and your contribution directly supports this mission.

Your donation will help sustain and expand our core programs, including:

- **Safety Smarts:** Continuing to educate rural elementary students about farm safety in their classrooms.
- **Sustainable Farm Families:** Offering comprehensive health assessments and support to farmers.
- **Rural Health Initiative:** Improving the health of rural Canadians through preventative care and education.
- **New Roots Initiative:** Facilitating successful integration of newcomers into rural communities.

We are also excited about developing our new drug awareness program for rural youth, aimed at preventing drug abuse through targeted education and support. This initiative is vital, given the concerning statistics around youth drug abuse, and your support helps us to address these challenges head-on.

We value your commitment to rural health and safety education and are grateful for your continued support, which is recognized on our website under "Supporters". Your generosity enables the delivery of these important programs, making a lasting impact on our rural communities.

Thank you once again for your generosity and trust in our mission. Should you have any questions or wish to further engage with our work, please do not hesitate to reach out. I am here to assist in any way possible.

With warm regards,

Jordan Jensen | Executive Director
Heartland Training & Support Hub

Office: (403) 752-4585 | Cell: (403) 593-8960 | Email: j.jensen@heartlandsupport.ca | www.heartlandsupport.ca

