

May 5, 2020

Ms. Paula Law, Chair  
Agricultural Service Board  
Lacombe County  
R.R. #3  
Lacombe, AB T4L 2N3

Dear Ms. Law:

The Agricultural Service Board 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 Program 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 2020. 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.

In regards to **Covid-19, our ASB team will** comply with provincial as well as any local municipal Covid-19 physical distancing rules 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. The primary focus of the field visit is to tour the municipality to see examples of programs implemented under the Legislative and Resource Management Funding Streams of the ASB Grant Program. The field visit focuses on the outcomes and deliverables of your ASB program and we may request to see outcomes of particular programs as part of the field visit. We have included a "Frequently Asked Questions" document with this letter that provides a general overview of the field visit process. If you have any questions regarding the field visit, please contact Alan Efetha at 403-381-5852 or [alan.efetha@gov.ab.ca](mailto:alan.efetha@gov.ab.ca).

Please arrange a time for us to come visit with your ASB. Once you have chosen the date that will work best for your field visit please contact Pam Retzloff, ASB Program Coordinator at [pam.retzloff@gov.ab.ca](mailto:pam.retzloff@gov.ab.ca) or phone (780) 427-4213, as she will be coordinating the dates for the 15 field visits scheduled this year.

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

Sincerely,



Doug Macaulay, Manager

Agricultural Service Board Program

Enclosure

cc: Dion Burlock, Agricultural Fieldman  
Tim Timmons, CAO